



## CONTINUING MEDICAL EDUCATION COMMITTEE CHARTER

### **SOURCE OF AUTHORITY AND GOVERNING RULES:**

MSSNY's (the "Society") Continuing Medical Education (CME) Committee is governed by the Society's Bylaws and the New York State Not-For-Profit Corporation Law.

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**COMMITTEE CHARTER TERM DURATION:** Ongoing

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### **OPERATIONAL ALIGNMENT:**

Works with the Society's Staff Liaison for this committee in the Public Health Department.

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### **PURPOSE AND RESPONSIBILITIES:**

The CME Committee oversees the Subcommittee on Educational Programs (which fulfills MSSNY's role as Accredited Provider) and the Subcommittee on Surveys (which fulfills MSSNY's role as Recognized Accreditor). Each Subcommittee makes a report of their activities and decisions, and the full Committee ratifies those decisions. They recommend to Council policy decisions governing both roles (provider and accreditor), and they are expected to be current in the criteria, standards, and policies of the Accreditation Council for Continuing Medical Education (ACCME).

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### **DELIVERABLES/RESPONSIBILITY:**

- The CME Committee reports to Council; the report includes the activities of the CME Committee, the Subcommittee on Educational Programs, and the Subcommittee on Surveys.
  - The CME Committee meets quarterly, in March, June, September, and December, via Zoom.
  - Quorum consists of a majority of committee members. A Quorum is needed to approve any official committee actions.
  - Attend all meetings; notify the staff liaison whenever there is a scheduling conflict.
  - Review all materials prior to each meeting; notify the staff liaison of issues or questions.
  - Suggest and help evaluate potential issues of concern.
  - Accept and complete special assignments, as required. Meet deadlines.
  - Immediately inform the staff liaison and chairperson if personal or professional circumstances change to the extent that they cause disruption in the ability to perform above-listed responsibilities.
  - Become and stay current in ACCME criteria, standards, and policies.
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### **CME COMMITTEE CHAIR/VICE CHAIR/CO-VICE CHAIR:**

The Chair of the Continuing Medical Education Committee is appointed by the President of MSSNY for a term of three years and is limited to two consecutive three-year terms. The Chair can serve again for two more terms if there has been a gap of at least three years.

The Vice Chair is appointed by the President of MSSNY for a term of three years and is limited to two consecutive three-year terms. The Vice Chair can serve again for two more terms if there has been a gap of at least three years. The Vice Chair can be appointed as Chair for a three-year term when a vacancy in the Chair is available.

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### **COMPOSITION:**

The CME Committee shall consist of members, including the chair/vice chair/co-chair who are appointed by the President of the Medical Society of the State of New York and approved by Council.

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### **TERM:**

A MSSNY member may be appointed to the committee for a term of one year and may be reappointed to continue serving on the committee as long as they are a member in good standing and attend the meetings.

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### **AGENDAS & MATERIALS:**

In consultation with the staff liaison, the chairperson develops an agenda for each committee meeting based on the work at hand. Any committee member may suggest items for the committee agenda in advance of the meeting or as part of the "New Business" agenda item which closes each meeting. Necessary agenda materials will be provided to the committee in advance.

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### **SELECTION PROCESS AND QUALIFICATIONS:**

CME Committee members are identified through an open call for qualified volunteers. This call will be issued annually between August and September with a deadline of September 30th. The President Elect will review the recommended roster for this Committee in January/February and final approval will be sought at the House of Delegates Council Meeting.

Selection to serve on this committee is based on these qualifications.

- MSSNY member in good standing.
- Familiarity with the MSSNY membership structure and member needs.
- The ability to engage, deliberate, and support consensus in a civil and objective manner.
- Be strategic and have a high degree of emotional intelligence.
- Ability to work independently and virtually to complete deliverables.
- Ability and willingness to become familiar with ACCME criteria, standards, and policies and to stay up to date with changes in them as they occur.
- Ability and willingness to become familiar with MSSNY's practices as an accredited CME provider and as a recognized accreditor.



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### **REMOVAL OF COMMITTEE MEMBERS:**

CME Committee members (including the Chair and Vice Chair) may be removed at any time, with cause, upon the affirmative vote of a majority or more of the Council members present at a duly called meeting of the Council where a quorum is present.

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### **APPROVAL:**

**MSSNY Council approved this Charter on September 18, 2025.**