



## SUBCOMMITTEE ON EDUCATIONAL PROGRAMS CHARTER

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

MSSNY's (the "Society") Subcommittee on Educational Programs is governed by the Society's Bylaws and the New York State Not-For-Profit Corporation Law.

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**SUBCOMMITTEE CHARTER TERM DURATION:** Ongoing

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### **OPERATIONAL ALIGNMENT:**

Works with the Society's staff liaison for this subcommittee in the Public Health Department.

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### **PURPOSE AND RESPONSIBILITIES:**

The Subcommittee on Educational Programs is responsible for: evaluating and approving continuing medical education (CME) applications for both directly provided CME activities and jointly provided CME activities. (Directly provided CME activities are MSSNY's "internal" programs, where MSSNY staff serve as program coordinators. Jointly provided activities are those where an organization that is not an accredited provider partners with MSSNY to plan and implement accredited CME activities.) The subcommittee is also responsible for ensuring that the organizations partnering with MSSNY in joint providership agreements are not "ineligible companies" (as defined by the Accreditation Council for Continuing Medical Education [ACCME]): "Companies that are ineligible to be accredited in the ACCME System (*ineligible companies*) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients." The subcommittee ensures that MSSNY plans and implements CME activities and conducts the MSSNY CME program in a manner that complies with ACCME's criteria, standards, and policies.

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### **DELIVERABLES:**

Members of the Subcommittee on Educational Programs make approval decisions on CME applications, participate in evaluating post-activity learner-outcome data, and ensure that MSSNY conducts its CME program (as an accredited provider) in a manner that complies with ACCME's criteria, standards, and policies. This requires that they become conversant with ACCME requirements and stay up to date with any changes in requirements, as ACCME evolves them.

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### **RESPONSIBILITY:**

- The Subcommittee on Educational Programs meets monthly, via Zoom.
- Quorum consists of a majority of subcommittee members. Quorum is needed to approve any official subcommittee 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.



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- Be a member in good standing of the CME Committee.
  - Become and stay current in ACCME criteria, standards, and policies.
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### **SUBCOMMITTEE ON EDUCATIONAL PROGRAMS CHAIR/VICE-CHAIR:**

The Chair of the Subcommittee on Educational Programs 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 Subcommittee on Educational Programs shall consist of members in good standing, including the chair and vice chair. Members of the Subcommittee on Educational Programs are required to also be members of the CME Committee.

Members of the Subcommittee on Health Equity 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 meeting.

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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:**

Subcommittee on Educational Programs 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.



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

- MSSNY member in good standing.
- Member of the CME Committee (can be appointed to subcommittee and committee simultaneously)
- 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 provider.

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

A Subcommittee Educational Programs member (including the Chair and the 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.**