



## SUBCOMMITTEE ON SURVEYS CHARTER

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

MSSNY's (the "Society") Subcommittee on Surveys 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 Surveys is responsible for: Reviewing accreditation and reaccreditation materials from the CME providers that MSSNY accredits, conducting survey interviews with CME providers and new applicants, and making decision recommendations on accreditation, reaccreditation, and progress reports. The CME Committee ratifies the decisions of the Subcommittee on Surveys. They meet quarterly (March, June, September, and December) immediately before the meeting of CME Committee.

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### **DELIVERABLES:**

The objectives of the Subcommittee on Surveys are to:

### **RESPONSIBILITY:**

- The Subcommittee on Surveys meets virtually four times per year.
  - 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.
  - Participate in surveyor training, as assigned by chair and/or staff liaison.
  - Perform "surveyor" duties, including review of provider reaccreditation materials, conducting surveys, and, if serving as lead surveyor, completing the surveyor report form.
  - Be a member in good standing of the CME Committee.
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### **SUBCOMMITTEE ON SURVEYS CHAIR/VICE-CHAIR:**

The Chair of the Subcommittee on Surveys 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 Surveys shall consist of members in good standing, including the chair and vice chair. Members of the Subcommittee on Surveys 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 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:**

Subcommittee on Surveys 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.
- 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.



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- 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 as a recognized accreditor.
- Willingness to conduct reaccreditation surveys, whether as a lead surveyor or a co-surveyor. (Lead surveyors complete the Surveyor Report Form, to be submitted to the subcommittee for review.)

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

Subcommittee on Surveys 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.**