



EMERGENCY PREPAREDNESS AND DISASTER AND TERRORISM RESPONSE COMMITTEE CHARTER

SOURCE OF AUTHORITY AND GOVERNING RULES:

MSSNY's (the "Society") Emergency Preparedness and Disaster and Terrorism Response Committee is governed by the Society's Bylaws and the New York State Not-For-Profit Corporation Law.

COMMITTEE CHARTER TERM DURATION: Ongoing

OPERATIONAL ALIGNMENT:

Works with the Society's Staff Liaison for this Committee in the Public Health and Education Division of the Governmental Affairs Department.

PURPOSE AND RESPONSIBILITIES:

The Emergency Preparedness and Disaster and Terrorism Response Committee serves primarily in an educative and consultative role and assists MSSNY in responding to NYS public health emergencies. The Committee provides educational programming for physicians and public health officials and develops and recommends health policy to MSSNY Council during a public health emergency. There is a planning workgroup that meets monthly to develop educational programs. Any committee member may serve on the workgroup. Additionally, many Committee members serve as faculty for *Medical Matters*.

DELIVERABLES:

The objectives of the Emergency Preparedness and Disaster and Terrorism Response Committee are to:

- Evaluate and consider aspects of emergency preparedness and public health emergencies.
- Assist in the development of the professional knowledge and skills needed to prevent, protect against, respond to, recover from, and mitigate against all threats and hazards.
- Serve as faculty for *Medical Matters*.

RESPONSIBILITY:

- The Emergency Preparedness and Disaster and Terrorism Response Committee reports to the Council.
- The Committee meets annually.
- A majority of the members of the Emergency Preparedness and Disaster and Terrorism Response Committee shall constitute a quorum for the transaction of business. A majority vote by committee members present and voting at a meeting at which a quorum is present shall be required for any action.
- Attend all meetings and notify the Staff Liaison whenever there is a scheduling conflict.
- Review all materials prior to each meeting and notify the Staff Liaison of issues or questions.
- Suggest and help evaluate potential issues of concern.



EMERGENCY PREPAREDNESS AND DISASTER AND TERRORISM RESPONSE COMMITTEE CHARTER

- Accept and complete special assignments and meet their deadlines, as required.
- 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.

EMERGENCY PREPAREDNESS AND DISASTER AND TERRORISM RESPONSE COMMITTEE CHAIR:

The Chair of the Emergency Preparedness and Disaster and Terrorism Response Committee is appointed annually by the President of MSSNY for a maximum of three consecutive one-year terms. The Chair cannot serve as Chair of more than one Committee simultaneously.

COMPOSITION: The Emergency Preparedness and Disaster and Terrorism Response Committee Committees shall consist of members, including the chair/vice chair, who are interested in emergency preparedness and public health emergencies. The committee members should be able to assist MSSNY in developing the capabilities needed to prevent, protect against, respond to, recover from, and mitigate against all threats and hazards.

Members of the Emergency Preparedness and Disaster and Terrorism Response Committee are appointed by the President of the Medical Society of the State of New York and approved by Council.

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.

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.

SELECTION PROCESS AND QUALIFICATIONS:

Emergency Preparedness and Disaster and Terrorism Response 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 Council



EMERGENCY PREPAREDNESS AND DISASTER AND TERRORISM RESPONSE COMMITTEE CHARTER

Meeting that will be held immediately after the conclusion of the Annual Meeting of the House of Delegates.

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

- MSSNY member in good standing.
- Attends committee meetings
- 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.
- The work of the Emergency Preparedness and Disaster and Terrorism Response Committee is confidential in most instances. Each Committee member must be able to maintain confidentiality in the work of the Committee.

REMOVAL OF COMMITTEE MEMBERS:

An Emergency Preparedness and Disaster and Terrorism Response member (including the Chair and Vice Chair) may be removed at any time, with or without 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.

APPROVAL:

MSSNY Council approved this Charter on November 21, 2024