



LONG-TERM CARE SUBCOMMITTEE CHARTER

SOURCE OF AUTHORITY AND GOVERNING RULES:

MSSNY's (the "Society") Long-term Care Subcommittee 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 under the Governmental Affairs Department.

PURPOSE AND RESPONSIBILITIES:

The Long-term Care Subcommittee is a subcommittee of the Quality Improvement and Patient Safety Committee.

DELIVERABLES:

The objectives of the Long-term Care Subcommittee looks at issues affecting nursing homes and long-term care facilities and considers how to improve existing conditions affecting patients and physicians/directors of those facilities. Works closely with the NYS Home Care Association to improve the transition from hospital to home care where possible.

TIME: 3 virtual meetings/year

RESPONSIBILITY:

- The Long-term Care Subcommittee reports to the Quality Improvement and Patient Safety Committee.
- The Committee meets at least three times a year.
- A majority of the members of the Long-term Care Subcommittee 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; 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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LONG-TERM CARE SUBCOMMITTEE CHAIR:

The Chair of the Long-Term Care Subcommittee 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 Long-Term Care Subcommittee shall consist of members, including the chair/vice chair, that have an expertise in nursing and long-term care issues and include medical directors of skilled nursing facilities.

Members of the Long-Term Care Subcommittee are required to be members of the full Quality Improvement and Patient Safety Committee.

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:

Long-Term Care Subcommittee 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 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.



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- The work of the Long-Term Care Subcommittee is confidential in most instances. Each committee member must be able to maintain confidentiality on the work of the committee.
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REMOVAL OF COMMITTEE MEMBERS:

A Long-Term Care Subcommittee 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 January xx, 2025