

CHCANYS' Committee Functions and Duties

PUBLIC POLICY COMMITTEE

Function: The Public Policy Committee shall review legislation, regulations and policy initiatives of local, state and federal government to analyze potential impact on the programmatic and financial operations of health centers, healthcare system, and users of health centers. The committee shall make recommendations based on its analyses to the Board.

Frequency of meetings: Monthly by teleconference

Staffed by: Kate Breslin

MEMBERSHIP COMMITTEE

Function: The Membership Committee shall make recommendations to the Board of Directors concerning applications for membership.

Members: The membership Committee shall consist of seven (7) members including the Secretary who shall serve as chairperson.

Frequency of meetings: As needed

Staffed by: Roxanne Wynn-Trotman

BUDGET AND FINANCE COMMITTEE

Function: The Finance Committee shall review the finances of the Association and make appropriate financial reports to the general membership and the Board; shall make recommendations to the Board regarding funding sources; shall recommend guidelines, and shall review the annual budget for approval by the Board.

Members: The Committee on Finance shall consist of seven (7) members including the Treasurer who shall serve as chairperson.

Frequency of meetings: Monthly

Staffed by: Margaret Brennan, Sam Olaso

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BYLAWS COMMITTEE

Function: The Bylaws Committee shall review and analyze the Bylaws and, when appropriate, recommended changes and additions to the general membership at the Annual Meeting.

Members:

Frequency of meetings: As needed (monthly when major changes are proposed)

Staffed by: Elizabeth Swain

CLINICAL COMMITTEE

Function: The Clinical Committee shall review and make recommendations to the Board on clinical issues of common interest and concern that may impact on the centers, the providers, or the users of the health centers.

Members: The Clinical Committee shall consist of physicians, dentists or other licensed health professionals, the majority of whom currently practice in member centers.

FREQUENCY OF MEETINGS: MONTHLY

Staffed by: Roxanne Wynn-Trotman, Beverly Grossman (Policy)

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NOMINATING COMMITTEE

1. The Nominating Committee shall be elected at the Annual Meeting, by the general membership, and shall consist of not less than seven representatives, one from each region representing the general membership plus one member at large. The term of the office shall be for one year. The Nominating Committee shall elect its own chairperson and vice-chairperson.
2. If a member of the Nominating Committee shall be deemed not in good standing (by definition in bylaws) and, therefore, ineligible to serve on the Nominating Committee, the chairperson and/or the vice-chairperson shall contact those centers in the region on the vacancy to request names of replacement nominees. The Nominating Committee will select a replacement therefrom.
3. The Nominating Committee shall receive petitions of candidates for office. All candidates seeking ratification of credentials by the Nominating Committee shall have their names and resumes submitted to the chairperson of the Nominating Committee no later than 30 days prior to the Annual Meeting. These names shall then be distributed to the general membership at least two week in advance of the general meeting.
4. Nominations for candidates for each office will also be taken from the floor at the Annual Meeting and reviewed for good standing with other nominees by the Nomination Committee.
5. The Nominating Committee shall officially close all nomination filing, review all nominations for good standing, provide a written report to the general membership and publish the official list of nominees as expediently as possible to the general membership following the closing of nominations.
6. The process to conduct the elections follows:
 - i. Determination of good standing- At least 60 and no more than 90 days before the elections, the Nominating Committee shall meet to ascertain which centers in the Association are in good standing in order to participate in the election process.
 - ii. Submission of recommendations for Board Members and Officers- Centers in good standing (as referenced in bylaws) at the time of the Nominating Committee meeting will be eligible to participate in the election process and will be notified by the Nominating Committee that they may submit nominations to the Nominating Committee by at least 30 days before the date of election. Nominations together with resumes of nominees are to be mailed to the office of the Association, directed to the attention of the chairperson of the Nominating Committee.

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NOMINATING COMMITTEE (continued)

- iii. Nominating Process The Nominating Committee shall meet after the submission deadline and 2 weeks prior to the date of the election to nominate candidates to the Board.

Board membership shall reflect (to extent possible) all geographic regions (areas) in which members of the Association are located. Geographic regions recognized by the Association are: Queens County, Kings County, Manhattan County, Bronx County, the Mid-Hudson region and Upstate Rural and Urban regions. The number of nominations from each region will be determined by the number of vacant seats on the Board allocated to that region. Representation from each region will be based upon the percentage of centers in the region relative to the total number of all member centers.

Once distribution of representation has been calculated, the Nominating Committee will nominate candidates to serve on the Board—by region—from the names of the nominees submitted by the centers in good standing. These names shall then be distributed to the general membership at least two weeks in advance of the general meeting. If there are an insufficient number of eligible names submitted from a region, the Nominating Committee shall suggest other qualified candidates from the same region, known to the Nominating Committee.

- iv. Nomination of Officers- The Nominating Committee shall also nominate candidates for each office from among the candidates elected as nominees to the Board.
- v. Report of the Nominating Committee- The Nominating Committee shall present the report of the Nominating Committee to the general membership as part of the election process at the Annual Meeting.

Frequency of meetings: 2-3 Times (between November- January)

Staffed by: