

New York State Bar Association Health Law Section Guidelines for Standing Committees

Health Law Section Standing Committees provide NYSBA members expertise and involvement in key areas of Health Law. They also support the NYSBA's ability to remain a trusted source for Health Law expertise locally, nationally and worldwide.

The following Committee Guidelines highlight the types of activities which facilitate interest in Committee membership and the continued value and renown of the Health Law Section.

Any Committee Chair who is unable to accomplish the suggestions in these Guidelines, through Committee members and activities, should consult with the Section Chair regarding possible alternatives which facilitate interest in Committee membership and the continued value and renown of the Health Law Section.

1. Each Committee should have a Chair, a Co-Chair and/or a Vice Chair. Committee Leadership is appointed by the Chair of the Health Law Section.
2. Committee Leadership is encouraged to coordinate and oversee the following Committee goals and activities:
 - a. Supporting the professional development of the Committee's members through:
 - i. substantive meetings and programs,
 - ii. mentoring, and
 - iii. the rotation of leadership roles every few years.
 - b. Facilitating active Committee membership from diverse communities throughout New York State.
 - c. Ensuring the Committee is represented at each Health Law Section Executive Committee Meeting and at the Section's Annual and Fall meetings.
 - i. Vice Chairs, Co-Chairs and Vice Chairs are encouraged to attend Executive Committee meetings whenever possible.
 - ii. Each Chair, Co-Chair and Vice Chair present during an Executive Committee meeting, may vote for any issue on which a consensus is required. Committee Officers may also vote on any issue on which votes are solicited by an on-line survey.
 - iii. On the rare occasion that no Committee Leader is available to attend an Executive Committee meeting, or the Health Law Section's Annual

or Fall Meeting, the Committee Chair should notify the Section Chair and may appoint an active Committee member to represent the Committee.

- d. Preparing a written annual work plan that is updated and shared with the Executive Committee at least once each year, by or before January meeting.
- e. Hosting periodic conference calls, meetings or digital dialogue to provide Committee members education and opportunity to discuss and contribute to timely topics.
- f. Participating in at least one of the following projects at least once every two years:
 - i. development and sponsorship of one CLE event, which could be a half-day, full day or an hour-long event, teleconference, or a portion of the Section's Annual or Fall Meeting;
 - ii. contribution of an article to, or taking of responsibility for one issue of, the Health Law Journal; or
 - iii. taking a leadership role in providing expertise and drafting a report or similar work product on issues within the Committee's focus, as needed.
- g. Updating the Committee's web page, at least annually, to include:
 - i. a current Committee description,
 - ii. contact information for the Committee leaders, and
 - iii. links to key documents within the Committee's expertise.
- h. Providing an oral report on Committee activities to the HLS Executive Committee on a schedule to be suggested by the Section Chair.