

**NEW YORK STATE SOCIETY  
FOR  
RESPIRATORY CARE, INC.**

**JANUARY 2010 TO JANUARY 2012  
OFFICIARY**

**REVISED 1/12/10**

# New York State Society for Respiratory Care, Inc.

## GENERAL INFORMATION

New York State Society for Respiratory Care  
P.O. Box 550  
CHITTENANGO, NEW YORK 13037

[www.nyssrc.com](http://www.nyssrc.com)

## MISSION STATEMENT:

The NYSSRC, an affiliate of the American Association for Respiratory Care, is the professional association of respiratory therapists, representing respiratory care in New York State. The NYSSRC promotes excellence in patient care, encourages professionalism, and advocates for patients, their families, the public, the profession and the respiratory therapist.

Revised 1/5/07

## NYSSRC CORE VALUES:

- Teamwork for the Greater Good
- Inclusiveness
- Courage
- Accountability
- Fiscal Responsibility
- Open Communication
- Professionalism
- Progressive Attitude
- Strive for Excellence
- Have Fun!

**On September 25<sup>th</sup>, 2007 the IRS stated in writing that we are currently exempt under section 501(c)(6) of IRS code. The original determination letter issued in January 1982 by the IRS.**

**Federal Employer I.D. #13-3095193**

**NEW YORK STATE TAX EXEMPT # 50258**

## BOARD OF MEDICAL ADVISORS:

Russ Acevedo, MD, Chairperson	(CNY Region and NYSSRC)
Thomas Smith, MD,	(NE Region)
James Szalados, MD, MBA, JD	(WNY Region)
John Pellicone, MD	(HV Region)
	(NYC Region)
	(LI Region)

**LOBBYIST AND LEGISLATIVE COUNSEL:**

Brian Lucey, Esq.  
Whiteman, Osterman, and Hanna LLP  
One Commerce Plaza  
Albany, NY 12210  
(518) 487-7710 FAX (518) 487-7777  
[blucey@woh.com](mailto:blucey@woh.com)

**RESPIRATORY THERAPY LICENSING BOARD:**

Douglas Lentivech, Executive Secretary  
State Board of Respiratory Therapy  
[rtbd@mail.nysed.gov](mailto:rtbd@mail.nysed.gov)  
State Education Building - 2nd floor  
89 Washington Ave.  
Albany, NY 12234-1000  
(518) 474-3817 ext.120 Fax: 518-474-3706

**WEBMASTER:**

**Joseph Goss, RRT -Webmaster**  
Respiratory Care Program  
Bergen Community College  
Paramus, NJ 07652  
Email: [jgoss@njsrc.org](mailto:jgoss@njsrc.org) or [webmaster@nyssrc.com](mailto:webmaster@nyssrc.com)

**Insurance Information for Liability and D&O:**

**Directors & Officers Liability Policy:**

United States Liability Insurance Company  
190 South Warner Road  
Wayne, Pa. 19087-2191

Policy # NDO1055070  
Agent:  
Russell Bond & Co. INC.

**General Fire & Liability Policy:**

Dryden Mutual Insurance Company  
Dryden, NY 13053-0635

Policy # CO6-56-039  
Agent:  
A.T. Matthews & Dier (241)  
10 Empsall Plaza  
Watertown, NY 13601  
Phone# (315)-782-2020  
Fax# (315)-782-4788

## BOARD OF DIRECTORS

### OFFICERS:

PRESIDENT:	Ken Wyka
PRESIDENT-ELECT:	Joe McDonald
IMMEDIATE PAST-PRESIDENT:	Sheri Tooley-Peters
VICE PRESIDENT:	Kathy Wyka
SECRETARY:	Kevin Cahill
TREASURER:	Tom Harvie

### DELEGATION TO THE AARC HOUSE OF DELEGATES:

SENIOR DELEGATE:	Claire Aloan	(term expires 12/31/11)
JUNIOR DELEGATE:	Sheri Tooley-Peters	(term expires 12/31/13)

### REGIONAL DIRECTORS OF THE NYSSRC BOD and end of term:

#### **CENTRAL REGION:**

Senior Director: Joe McDonald (12/2011)	Junior Director: David Wolfe (12/2013)
---	--

#### **HUDSON VALLEY REGION:**

Senior Director: Cathey Sullivan (12/2011)	Junior Director: Marlene Salowitz (12/2013)
--	---

#### **NORTHEASTERN REGION:**

Senior Director: Linda Mazur Riordan (12/2011)	Junior Director: Maureen Dixon (12/2013)
--	--

#### **WESTERN REGION:**

Senior Director: Ron Jacobs (12/2011)	Junior Director: Kelly Ann Anderson (12/2013)
---------------------------------------	---

#### **NEW YORK CITY REGION:**

Senior Director: (12/2011)	Junior Director: (12/2013)
----------------------------	----------------------------

#### **LONG ISLAND REGION:**

Senior Director: (12/2011)	Junior Director: (12/2013)
----------------------------	----------------------------

## COMMITTEE CHAIRPERSONS

## **EXECUTIVE COMMITTEE**

CHAIRPERSON: Ken Wyka  
MEMBERS: Joe McDonald  
Kathy Wyka  
Kevin Cahill  
Tom Harvie  
Claire Aloan  
Sheri Tooley-Peters  
Chuck Svoboda – Executive Director (Ex-Officio)

## **STANDING COMMITTEES:**

AWARDS COMMITTEE:	Kathy Wyka
BUDGET AND AUDIT COMMITTEE:	Tom Harvie
BY-LAWS COMMITTEE:	Robert Fluck, Jr.
DISASTER RESPONSE:	Robert Fluck, Jr.
EDUCATION AND RESEARCH COMMITTEE:	Ron Jacobs
NOMINATIONS & ELECTIONS COMMITTEE:	Joe McDonald
JUDICIAL COMMITTEE:	Robert Fluck, Jr.
GOVERNMENTAL AFFAIRS COMMITTEE:	Sheri Tooley-Peters
MEMBERSHIP SERVICES COMMITTEE:	Christine Slocum
PROGRAM COMMITTEE:	Cathey Sullivan/Tom Harvie
PUBLIC RELATIONS AND SOCIETY AFFAIRS: Sub-committee: NY State Fair Progress and Transitions	Sheri Tooley-Peters Joe McDonald Chuck Svoboda
PUBLICATIONS:	Chuck Svoboda
1. Newsletter Subcommittee:	Chuck Svoboda
2. Website Subcommittee:	Joe McDonald
SPUTUM BOWL COMMITTEE:	Chris Slocum

## **AD-HOC COMMITTEES**

AD-HOC REHABILITATION AND HOME CARE COMMITTEE:	Kathy Wyka
AD-HOC COMMITTEE FOR VENDORS/INDUSTRIAL:	Erik Boergesson/Cathey Sullivan

## **SPECIAL APPOINTMENTS:**

Title VIII Coalition UR Subcommittee: George Gaebler

### WEBMASTER:

Joe Goss  
Respiratory Care Program Bergen Community College  
400 Paramus Road, Paramus, NY 07652  
Email: [webmaster@nyssrc.com](mailto:webmaster@nyssrc.com)

Contact for the NYS Department of Health Disaster Response Committee  
Dr. John Morley      Committee member and NYSSRC Liaison : Patti Hyland  
Albany, NY  
Phone: (518) 408-1828

Contact for the ALA of New York:  
3 Winners Circle, Suite 300, Albany NY 12205-1187  
Phone: (518) 453-0172 Fax: (518) 489-5864  
Email: [postmaster@alanys.org](mailto:postmaster@alanys.org)

Contact for the 1199 Union:  
1199 National Health & Human Service Employees Union, AFL-CIO  
310 West 43rd Street, New York, NY 10036

### **Contact for Pulmonary and Cardiac Rehab**

Contact for the New York State Thoracic Society:  
Diane Stover, MD  
[stoverd@mskcc.org](mailto:stoverd@mskcc.org)  
3 Winners Circle , Suite 300, Albany, NY 12205  
518-459-4197  
518-489-5864 fax  
[thoracic@alanys.org](mailto:thoracic@alanys.org)

Contact for the AAAAI:  
Stanley Goldsetein, MD  
[drsgoldstein@pol.net](mailto:drsgoldstein@pol.net)

Contact for the American College of Chest Physicians:  
**Dr. Suhail Raof, MD, FCCP**  
Director, Medical ICU  
Division of Pulmonary Medicine  
10<sup>th</sup> Floor, Nassau County Medical Center  
E. Meadow, NY 11554  
(516) 572-8714  
[sraoof@numc.edu](mailto:sraoof@numc.edu)

**AARC GOVERNMENT AFFAIRS OFFICE**

AARC Office

9425 N. MacArthur Blvd.  
Suite 100  
Irving, TX 75063-4706  
(972) 243-2272 Fax: (972) 484-2720  
[www.aarc.org](http://www.aarc.org)

Director of Government Affairs

Director Government Affairs  
AARC  
9425 N. MacArthur Blvd.  
Irving, TX 75063  
Phone: 972-243-2272  
Fax: 972-484-2720  
[west@aarc.org](mailto:west@aarc.org)

HOD Chartered Affiliates Committee Rep

Robert Rosselle  
911 Prospect Ave  
Lewiston, ID 83501  
208-799-5463 Fax (208) 799-5789  
[brossele@yahoo.com](mailto:brossele@yahoo.com)

## **REGION DIRECTORS/OFFICERS**

### **CENTRAL REGION**

Director: Joe McDonald (term ends 12/2011)  
Director: David Wolfe (term ends 12/2013)

### **HUDSON VALLEY REGION**

Director: Cathey Sullivan (term ends 12/2011)  
Director: Marlene Salowitz (term ends 12/2013)

### **NORTHEASTERN REGION**

Director: Linda Mazur Riordan (term ends 12/2011)  
Director: Maureen Dixon (term ends 12/2013)

### **WESTERN REGION**

Director: Ron Jacobs (term ends 12/2011)  
Director: Kelly Ann Anderson (term ends 12/2013)

### **NEW YORK CITY REGION**

Interim Director: Thomas Johnson  
Interim Director: Joseph Afflitto

### **LONG ISLAND REGION**

Director:  
Director:

**The members of the following standing committees shall be appointed by the President, subject to the approval of the Board of Directors, to serve for a period of two (2) years.**

#### 1. Awards

2. Budget and Audit
3. Bylaws
4. Disaster Response
5. Education and Research
6. Governmental Affairs
7. Judicial
8. Membership Services
9. Nominations and Elections
10. Program
11. Publications
12. Public Relations and Society Affairs
13. Sputum Bowl

### **Committee Chairman's Duties**

1. Committee chairs should be members of the Board of Directors. If a non-Board member is appointed as a committee chair, a liaison from the Board of Directors to this committee shall be appointed.
2. The President shall appoint the Chairman of each committee.
3. The Chairman of each committee shall confer promptly with the members of his committee on work assignments.
4. The Chairman of each committee may recommend prospective committee members to the President. When possible, the Chairman of the previous year shall serve as a member of the new committee.
5. All committee's reports shall be submitted to the Secretary of the Society at least ten (10) days prior to the meeting at which the report is to be read.
6. Non-members or physician members may be appointed as consultants to committees. The President may request recommendations for such appointment from the medical advisor(s).
7. Each committee chairman requiring operating expenses shall submit a budget for the next fiscal year to the Budget and Audit Committee.
8. All committee appointments will be for two years to coincide with the term of the members of the Board of Directors.

## AWARDS COMMITTEE

**CHAIRPERSON:** Kathy Wyka (NE)

**MEMBERS:** Ron Jacobs (WNY)  
Cathey Sullivan (HV)  
Christine Slocum (CNY)  
Joe McDonald (CNY)  
Ken Wyka (ex-officio)

### **BY-LAWS DESCRIPTION:**

This committee shall consist of at least one (1) member from each region. Members shall recommend recipients of all Society awards and scholarships. The committee shall also be responsible for obtaining awards.

### **GENERAL CHARGES:**

1. Report to the President, on a regular basis, all committee activities.
2. Submit a written committee report to the President and Secretary of the Society at least ten (10) days prior to the meeting at which the report is to be read in accordance with Article 10 Section 3 of the Bylaws.
3. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
4. Submit a projected budget to the Treasurer upon request.

### **SPECIFIC CHARGES:**

1. Solicit candidates and determine fair criteria for all society awards and scholarships, including the Samuel Runyon Award, Adirondack Award, Practitioner of the Year, Affiliate Contributor of the Year, Marlon Seigel, and Bruce Witz awards.
2. Review each of the nominations and present qualified candidates to the Board of Directors for approval by the Annual meeting each January.
3. All awards (unless otherwise specified) have a nomination deadline of November 30<sup>th</sup> of each year.
4. All award recipients will be presented with their award during that year at the State and Chapter Symposiums.
5. Obtain the bronze cast award or other suitable award presented to the outgoing President at the Annual Meeting.
6. Review and update the policy and procedure for each award given.
7. Publicize the availability and receipt of each award in the Society newsletter and other suitable publications, with the assistance of the publications committee.
8. Submit at least one article emphasizing the importance of chapter participation in the nominations for each award.

## BUDGET AND AUDIT COMMITTEE

**CHAIRPERSON:** Tom Harvie –Treasurer

**MEMBERS:** Kathy Wyka  
Joe McDonald  
Sheri Tooley-Peters  
Claire Aloan  
Kevin Cahill  
Ken Wyka (ex-officio)

### **BY-LAWS DESCRIPTION:**

This committee shall be composed of the Executive Committee who shall assist the Treasurer in preparation of the annual budget and shall oversee disbursement of Society funds.

### **GENERAL CHARGES:**

1. Report to the President, on a regular basis, all committee activities.
2. Submit a written committee report to the President and Secretary of the Society at least ten (10) days prior to the meeting at which the report is to be read in accordance with Article 10 Section 3 of the Bylaws.
3. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
4. Submit a projected budget to the Treasurer upon request.

### **SPECIFIC CHARGES:**

1. Obtain financial reports (including bank statements) from local chapters, using a standardized format.
2. Review with the President, the insurance needs of the society.
3. Prepare the annual budget prior to the annual meeting for board review and approval at the annual meeting
4. Review and reassess budget progress at least quarterly.

## BY-LAWS COMMITTEE

**CHAIRPERSON:** Robert Fluck, Jr. (CNY)

**MEMBERS:** Kathy Wyka  
Linda Mazur Riordan (NE)  
Ron Jacobs (WNY)  
Marlene Salowitz (HV)  
Chris Slocum (CNY)  
Ken Wyka (ex-officio)

### **BY -LAWS DESCRIPTION:**

1. This committee shall consist of at least seven (7) members, one (1) from each region, one (1) of whom shall be the Vice-President of the Society, with two (2) members appointed annually for a two (2) year term, except as is necessary to establish and maintain this rotation.
2. The committee shall receive and prepare all amendments to the bylaws for submission to the Board of Directors.

### **GENERAL CHARGES:**

1. Report to the President, on a regular basis, all committee activities.
2. Submit a written committee report to the President and Secretary of the Society at least ten (10) days prior to the meeting at which the report is to be read in accordance with Article 10 Section 3 of the Bylaws.
3. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
4. Submit a projected budget to the Treasurer upon request.

### **SPECIFIC CHARGES:**

1. Mail, receive and determine the results of voting on all proposed amendments for presentation to the Board of Directors.
2. Review the current By-laws for consistency with AARC Bylaws and make recommendations for changes in composition, length of terms, or other appropriate changes.

## **DISASTER RESPONSE COMMITTEE**

**CHAIR:** Robert Fluck, Jr. (CNY)

**MEMBERS:**

Patti Hyland	(NE)	NYSSRC Liaison to NYS Department of Health Disaster Response Committee
Tom Johnson	(NYC)	
Jim Kinsman	(WNY)	
Cathey Sullivan	(HV)	
Ken Wyka (ex-officio)		

**BYLAWS DESCRIPTION:**

1. This committee will be composed of a chair appointed by the President and a representative for each region.
2. The members of the committee will partner with outside organizations as possible to prepare for a disaster scenario.
3. The committee members will coordinate disaster response in the state among the regions.

**GENERAL CHARGES:**

1. Report to the President, on a regular basis, all committee activities.
2. Submit a committee report to members of the board at each regular board meeting.
2. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
3. Submit a projected annual budget to the Treasurer upon request.

**SPECIFIC CHARGES:**

1. Develop a statewide disaster response plan.
2. Act as the liaison to the AARC Disaster Response Committee.

## EDUCATION & RESEARCH COMMITTEE

**CHAIRPERSON:** Ron Jacobs. (WNY)

**MEMBERS:** Russ Acevedo, MD (CNY) Medical Director/Consultant  
Jim Meyers (CNY)  
Debra Waterman (CNY)  
Joseph Sorbello (CNY)  
Maureen Dixon (NE)  
Tom Harvie (NE)  
Mary Lou Cannon (WNY)  
Cathey Sullivan (HV)  
Ken Wyka (ex-officio)

### **BY-LAWS DESCRIPTION:**

1. This committee shall consist of at least five (5) educators and be constructed and rotated so as to guarantee a core of experienced members.
2. This committee shall concern itself with issues related to the establishment, development, and evaluations of academic respiratory care programs sponsored by both public and private institutions.
3. The committee shall encourage research throughout the State of New York by developing awards or displays at meetings.

### **GENERAL CHARGES:**

1. Report to the President, on a regular basis, all committee activities.
2. Submit a written committee report to the President and Secretary of the Society at least ten (10) days prior to the meeting at which the report is to be read in accordance with Article 10 Section 3 of the Bylaws.
3. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
4. Submit a projected budget to the Treasurer upon request.

### **SPECIFIC CHARGES:**

1. Update the NYCERC Directory and distribute to program directors, NYSSRC Board members, and committee chairs.
2. Provide the Symposium Committee with suggestions regarding topics of interest to the educational community.
3. Provide up-to-date information on NYS programs of education in respiratory care to Publications and Public Relations Committees.
4. Maintain a discussion forum with fellow educators regarding such issues as recruitment and retention of students and mandatory continuing education and recertification of members.

<b>GOVERNMENTAL AFFAIRS COMMITTEE</b> (the Ad Hoc PACT has merged with this Leg. Affairs committee)
---

**CHAIRPERSON:** Sheri Tooley-Peters (CNY)

**MEMBERS:** Ron Jacobs (WNY)  
Bob Fluck (CNY)  
Cathey Sullivan (HV)  
Cherie Wilder (NE)  
Tom Harvie (NE)  
Claire Aloan (CNY)  
Ken Wyka (ex-officio)

**BYLAWS DESCRIPTION:**

1. The members of this committee shall be selected from the Executive Committee.
2. This committee shall propose an annual legislative agenda to the Board of Directors.
3. This committee will work with our legislative advisor to advance pertinent bills in the legislature and monitor other legislation which may have an impact on the practice of respiratory care in New York State.
4. A representative from this committee shall attend all meetings of the New York State Board for Respiratory Therapy and other meetings as invited by the Office of the Professions in the New York State Education Department. Page 10
5. This committee shall provide representatives to the AARC Political Advocacy Contact Team (PACT).

**GENERAL CHARGES:**

1. Report to the President, on a regular basis, all committee activities.
2. Submit a typed committee report to members of the board at each regular board meeting.
3. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
4. Submit a projected budget to the Treasurer upon request.

**SPECIFIC CHARGES:**

1. Send copies of legislative agenda report to AARC Director of State Government Affairs and AARC Director of government Affairs on a quarterly basis.

## JUDICIAL COMMITTEE

<b>CHAIRPERSON:</b>	Robert Fluck, Jr.	(CNY)
<b>MEMBERS:</b>	Claire Aloan	(BOD Rep)
	Linda Mazur Riordan	(NE)
	Kelly Ann Anderson	(WNY)
	Cathey Sullivan	(HV)
	Ken Wyka	(ex-officio)

### **BY -LAWS DESCRIPTION:**

1. This committee shall consist of at least six (6) members. One (1) shall be a member of the Society's Board of Directors and at least one (1) member shall be appointed each year for a two year term of office, except as is necessary to establish and maintain this rotation.
2. This committee shall review formal written complaints against any individual Society member charged with any violation of the Society Bylaws or otherwise with any conduct deemed detrimental to the Society or the AARC. Complaints or inquiries may be referred to this committee by the Judicial Committee of the AARC.

### **GENERAL CHARGES:**

1. Report to the President, on a regular basis, all committee activities.
2. Submit a written committee report to the President and Secretary of the Society at least ten (10) days prior to the meeting at which the report is to be read in accordance with Article 10 Section 3 of the Bylaws.
3. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
4. Submit a projected budget to the Treasurer upon request.

### **SPECIFIC CHARGES:**

1. Maintain up-to-date policies and procedures specific to the NYSSRC for handling complaints and present to the Board of Directors for review and approval any proposed revisions to such policies and procedures.
2. Receive and review complaints or inquiries referred to the Committee by the AARC Judicial Committee or the NYSSRC BOD.
3. Make recommendations to the BOD as to appropriate disposition of complaints or inquiries received.
4. Inform the BOD, through monitoring of the state OPD Professional Misconduct and Discipline website, of any updates on matters pertaining to professional misconduct.

## MEMBERSHIP SERVICES COMMITTEE

<b>CO-CHAIRPERSONS:</b>	Christine Slocum	CNY)
<b>MEMBERS:</b>	Claire Aloan	(CNY)
	Marlene Salowitz	(HV)
	Kelly Ann Anderson	(WNY)
	Linda Mazur Riordan	(NE)
	Ken Wyka	(ex-officio)

### **BY -LAWS DESCRIPTION:**

This committee shall consist of at least one member from each region. Members shall investigate ways in which the Society can serve its members.

### **GENERAL CHARGES:**

1. Report to the President, on a regular basis, all committee activities.
2. Submit a typed committee report to members of the board at each regular board meeting.
3. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
4. Submit a projected budget to the Treasurer upon request.

### **SPECIFIC CHARGES:**

1. Develop and maintain communication with each chapter and with membership services in the AARC.
2. Plan and implement strategies to increase active membership in the Society.
3. Work with the Symposium Committee to recruit new members at the NYSSRC Annual Symposium.
4. Works with chapter membership chairmen to investigate ways to better serve the members.
5. Work with chapter membership chairmen to recruit new members at periodic chapter educational meetings.

## NOMINATIONS / ELECTIONS COMMITTEE

**CHAIRPERSON:** Joe McDonald (CNY)

**MEMBERS:** Linda Mazur Riordan (NE)  
Kelly Ann Anderson (WNY)  
Marlene Salowitz (HV)  
David Wolfe (CNY)  
Ken Wyka (ex-officio)

### **BY-LAWS DESCRIPTION:**

1. This committee is chaired by the President-elect.
2. This committee shall prepare for approval by the Board of Directors a slate of candidates for Directors-at-large and a delegate.
3. The committee shall consist of six (6) members with at least one member from each region who shall serve for a term of two (2) years.
4. It shall be the duty of this committee to make the final critical appraisal of candidates to see that the nominations are in the best interests of the AARC and the Society through consideration of personal qualifications and geographical representation as applicable.
5. This committee shall receive ballots for all elections held during the calendar year.

### **GENERAL CHARGES:**

1. Report to the President, on a regular basis, all committee activities.
2. Submit a written committee report to the President and Secretary of the Society at least ten (10) days prior to the meeting at which the report is to be read in accordance with Article 10 Section 3 of the Bylaws.
3. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
4. Submit a projected budget to the Treasurer upon request.

### **SPECIFIC CHARGES:**

1. Receive the ballots for all elections held.
2. The ballot should include appropriate biographical information as provided by the Nominating Committee.
3. Communicate with and direct the accountant as to proper procedure in counting and validating the ballots provided according to Bylaws.

**PROGRAM COMMITTEE (FORMERLY THE SYMPOSIUM COMMITTEE)**

**CHAIRPERSON:** Cathey Sullivan & Tom Harvie

**MEMBERS:**

Russ Acevedo, MD	(CNY) Medical Director/Consultant
Jim Meyers	(CNY)
Debra Waterman	(CNY)
Joseph Sorbello	(CNY)
Maureen Dixon	(NE)
Tom Harvie	(NE)
Mary Lou Cannon	(WNY)
Ron Jacobs	(WNY)
Cathey Sullivan	(HV)
Ken Wyka	(ex-officio)

**BY-LAWS DESCRIPTION:**

1. This committee shall consist of at least three (3) members and be so constructed as to provide experienced members for program and educational planning.
2. The medical advisor or his designee will be a consultant member of this committee.
3. This committee shall plan and execute the State symposia.
4. This committee will also coordinate symposia within the State.
5. This committee shall maintain and distribute the calendar of the NYSSRC.

**GENERAL CHARGES:**

1. Report to the President, on a regular basis, all committee activities.
2. Submit a typed committee report to members of the board at each regular board meeting.
3. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
4. Submit a projected budget to the Treasurer upon request.

**SPECIFIC CHARGES:**

1. Plan, advertise, implement, and evaluate the NYSSRC Annual Symposiums.
2. Insure that there is a site reserved at least 3 years in advance for the NYSSRC Symposiums.

## PUBLICATIONS COMMITTEE

<b>CHAIR OF PUBLICATIONS COMMITTEE</b>	Chuck Svoboda	
<b>CHAIR OF NEWSLETTER SUBCOMMITTEE:</b>	Chuck Svoboda	
<b>CHAIR OF WEBSITE SUBCOMMITTEE:</b>	Joe McDonald	(CNY)
<b>MEMBERS:</b>	Robert Fluck Jr.	(CNY)
	Kelly Ann Anderson	(WNY)
	Ken Wyka	(ex-officio)

### **BY-LAWS DESCRIPTION:**

1. This committee shall consist of at least three (3) members, one (1) of whom shall be the Vice-President, with members being appointed annually for a two (2) year term, subject to reappointment.
2. The committee shall be responsible for such publications (newsletters, journals) as meet the communication needs of the Society.

### **GENERAL CHARGES:**

1. Report to the President, on a regular basis, all committee activities.
2. Submit a typed committee report to members of the board at each regular board meeting.
3. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
4. Submit a projected budget to the Treasurer upon request.

### **SPECIFIC CHARGES:**

5. Insure the timely publication of the newsletter.
6. Develop a format for gathering information regarding society and chapter activities, such as a form to be mailed prior to publication of each newsletter.
7. Solicit advertising for the newsletter.

## PUBLIC RELATIONS AND SOCIETY AFFAIRS COMMITTEE

**CHAIRPERSON:** Sheri Tooley-Peters

**MEMBERS:**

Joe McDonald	(CNY) - NYS Fair Coordinator
Tom Harvie	(NE)
Ron Jacobs	(WNY)
Marlene Salowitz	(HV)
Claire Aloan	(CNY)
Ken Wyka	(ex-officio)

**BY -LAWS DESCRIPTION:**

1. This committee shall consist of at least three (3) members, one (1) of whom shall be the Vice-President, with members being appointed for two (2) year terms, subject to reappointment.
2. The committee shall concern itself with the relations of the Society to the public, hospitals, and other organizations through the dissemination of information concerning respiratory care.
3. This committee will maintain records of Board of Directors personnel and orientation of new members of the Board of Directors.

**GENERAL CHARGES:**

1. Report to the President, on a regular basis, all committee activities.
2. Submit a typed committee report to members of the board at each regular board meeting.
3. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
4. Submit a projected budget to the Treasurer upon request.

**PUBLIC RELATIONS AND SOCIETY AFFAIRS SPECIFIC CHARGES:**

1. Provide representation to the New York State Fair Health Services Task Force.
2. Coordinate the annual display at the New York State Fair.
3. Coordinate other exhibits as requested by society members and approved by the Board of Directors.
4. Develop and coordinate activities and information for Respiratory Care Week.
5. Assist in activities related to the Hudson Award.
6. Encourage and coordinate media coverage of Society activities.
7. Maintain a log/scrapbook of activities and society accomplishments.
8. Work with the Symposium Committee to promote the NYSSRC symposium.

**PROGRESS AND TRANSITION SUBCOMMITTEE SPECIFIC CHARGES:**

1. Conduct an orientation program for new board members at the annual meeting.
2. Provide the BOD with a written historical review of NYSSRC activities every four years that follows the AARC House of Delegates Historical Overview Format.
3. Maintain all NYSSRC documents at a central location.

## SPUTUM BOWL COMMITTEE

**CHAIR:** Chris Slocum (CNY)

**MEMBERS:** Ron Jacobs (WNY)  
Linda Mazur Riordan (NE)  
Claire Aloan (CNY)  
Ken Wyka (ex-officio)

### **BYLAWS DESCRIPTION:**

1. This committee will be composed of at least 4 members.
2. The committee will choose representatives for therapist and student teams if they are sent to the AARC International Congress.
3. The committee will complete the required documentation for the team(s) which go to the International Congress.

### **GENERAL CHARGES:**

1. Report to the President, on a regular basis, all committee activities.
2. Submit a committee report to members of the board at each regular board meeting.
3. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
4. Submit a projected annual budget to the Treasurer upon request.

### **SPECIFIC CHARGES:**

5. Determine on an annual basis the society's interest in sending a team to the AARC Sputum Bowl Competition.
6. Recommend mechanisms for determining the team members to be sent to the AARC competition.
7. Monitor Sputum Bowl competitions throughout the state.
8. Solicit all necessary information to submit to the AARC Sputum Bowl Committee.
9. Inform all Chapter Respiratory Therapy programs regarding deadlines and guidelines for the Sputum Bowl competition.
10. Plan and implement strategies to increase student and Chapter membership in the competition.
11. Work with the Symposium Committee and the Education Committee to recruit new members at the Annual Symposium and other related educational activities.
12. Review the competition procedures to ensure the fairest methods of evaluation of the participants.
13. Maintain an updated list of questions to be used for the competition.
14. Be responsible for arranging a site for the Preliminary competition, setting-up all competition equipment, and arranging for any resources needed to carry out the competition.
15. With the assistance of the Awards Committee, order plaques and the trophy for the winners of the competition.
16. Act as a liaison between the AARC Sputum Bowl Committee and the NYSSRC Sputum Bowl team.

## AD-HOC REHABILITATION AND HOME CARE COMMITTEE

**CHAIRPERSON:** Kathy Wyka (NE)

**MEMBERS:** Tom Harvie (NE)  
Mary Lou Cannon (WNY)  
Ken Wyka (ex-officio)

### DESCRIPTION:

- A. *This Committee shall monitor state and federal legislation affecting the practice of Respiratory Care as it relates to rehabilitation and home care.*
- B. *The Committee shall develop, adopt and monitor standards of practice related to the rehabilitation and home care of patients with cardiopulmonary disease.*
- C. *Composition of the Committee shall be at least one (1) active member from each chapter.*
- D. *The Committee shall establish working relationships with state regulatory agencies responsible for the monitoring and promotion of rehabilitation and home care issues.*

### GENERAL CHARGES:

1. Report to the President, on a regular basis, all committee activities.
2. Submit a typed committee report to members of the board at each regular board meeting.
3. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
4. Submit a projected budget to the Treasurer upon request.

### SPECIFIC CHARGES:

1. Investigate a method for developing and maintaining a directory of respiratory care personnel involved in rehabilitation and home care in New York State.
2. Assist the Publications and Public Relations/Society Affairs Committees with dissemination of information regarding development in rehabilitation and home care to Society members and to the public.

## AD HOC VENDOR / INDUSTRIAL ACTIVITIES COMMITTEE

Chair: Erik Boergesson (CNY) & Cathey Sullivan (HV)

Members: Jim Clark (NE)  
Larry Dack (NE)  
Claire Aloan (CNY)  
Kathy Perkins (CNY)  
Ken Wyka (ex-officio)

### DESCRIPTION:

Provide a communication link to the NYSSRC BOD regarding vendor/industrial suggestions and concerns pertaining to educational programs, exhibit format and related endeavors.

### GENERAL CHARGES:

1. Report to the President, on a regular basis, all committee activities.
2. Submit a committee report to members of the board at each regular board meeting.
3. Develop and implement any programs or activities to accomplish the goals and objectives of the committee pending approval by the President.
4. Submit a projected annual budget to the Treasurer upon request.

### SPECIFIC CHARGES:

1. Assist, when called upon, with conference and meeting planning
2. Provide meaningful suggestions and ideas pertaining to conference/meeting scheduling, programming, exhibits and overall support

**Additional AD Hoc Committees may be established at any time by the President of the NYSSRC without the approval of the NYSSRC Board of Directors.**