

# NYAHSA GOVERNANCE STRUCTURE

## **NYAHSA BOARD OF DIRECTORS**

The NYAHSA Board of Directors is charged with ensuring that the mission and objectives of the Association are met through the use of standing committees, subcommittees and task forces, as well as an ongoing dialog with the general membership. The board, along with the Executive Committee, works closely with the Association's management to further its stated objectives.

## **COMMITTEES**

**Association Finance Committee** (formerly the Association Operations Committee)  
(reports to the NYAHSA Board of Directors or the Executive Committee)

The Association Finance Committee reviews and presents an annual budget to the Board of Directors and monitors budget performance. In addition, it monitors on an on-going basis wages and benefits, staffing, human resources, membership recruitment and retention, dues and accounts receivables, as well as services provided or sold to members of the Association.

**Executive Committee** (reports to the NYAHSA Board of Directors)

The Executive Committee plans the agenda of NYAHSA's meetings, elects members to the American Association of Homes and Services for the Aging's House of Delegates and presents an annual budget for approval by the Board of Directors. The Executive Committee has general charge of the management of the affairs of NYAHSA when the board is not in session and may exercise all the powers of the Board in all matters which in the judgment of the committee cannot or should not be delayed until the next meeting of the board.

**Legal Services Committee** (formerly the Legal Services Subcommittee)  
(reports to the NYAHSA Board of Directors or the Executive Committee)

The Legal Services Subcommittee monitors legal developments affecting NYAHSA members, oversees existing NYAHSA litigation, makes recommendations on potential involvement in litigation by NYAHSA and/or its members, and ensures that members are kept regularly apprised of all such developments.

Committee members should have familiarity with legal processes and/or experience with litigation.

**Nominating Committee** (reports to the NYAHSA Board of Directors or the Executive Committee)

The Nominating Committee presents a slate of proposed board members and officers at the annual meeting. The committee meets on an ad hoc basis.

**Membership Services Committee** (formerly the Member Services Subcommittee)  
(reports to the NYAHSA Board of Directors or the Executive Committee)

The Membership Services Committee implements a plan that reviews the effectiveness of member services offered by the Association. The Committee will make recommendations on programs to recruit and retain facility members and associate members, make recommendations related to member communications, regional meetings and leadership development within the Association. The Committee will also identify needed services for members as well as develop opportunities to further engage Association members in the leadership of the Association. The Committee will assist in providing goals related to Association membership to be included in the strategic plan. Committee members should represent the variety of services offered by the Association and the different regions of the State.

**Public Policy Committee** (reports to the NYAHSA Board of Directors or the Executive Committee)

The Public Policy Committee advocates on public policy issues affecting members, develops Association positions, coordinates activities of the Statewide Coordinating Councils, issue forums and task forces and responds to legislation and regulations.

## **SUBCOMMITTEES**

**Awards/Member Recognition Subcommittee** (formerly the Awards Subcommittee)  
(reports to the NYAHSAs Board of Directors or the Executive Committee)

The Awards/Member Recognition Committee solicits annual nominations for facilities and individuals with outstanding achievement in long-term care and presents five major awards based on a predetermined set of criteria for each award. This committee also conducts ongoing review of current awards presentations and process; research methods of recognition for the NYAHSAs membership and renders recommendations to the full committee as needed and is responsible for publicity associated with the nominations and encouraging member participation in the awards process. This committee meets once per year.

**Branding/Marketing Subcommittee** (reports to the Membership Services Committee)

The Branding/Marketing Subcommittee through utilization of a branding campaign, seeks to expand and enhance NYAHSAs public image to policy makers, consumers, and current and potential members; and sets direction for staff to educate federal and state officials as well as the community about not-for-profit and public long term care through contacts with the media and policy makers.

**FLTC Education Advisory Subcommittee** (reports to the FLTC Board of Directors)

The Education Advisory Subcommittee assists the FLTC education department in the planning of the Annual Spring Training Institute and Exhibition and, as needed, provides assistance and/or advice to staff with the planning of other FLTC educational conferences, seminars and projects.

Committee members must have a strong awareness of the issues that long term care providers in their regions are facing, and should share information on speakers and/or session topics seen at other educational programs.

**New York Ethics Network** (reports to the FLTC Board of Directors)

The mission of the New York State Ethics Network is to provide long-term care providers a forum and education resources for exploring ethical issues in long-term care. Committee members must have expertise in the area of ethical leadership and practice and be willing to actively participate in the planning and/or presentation of regional education programs, analysis and response to provider case studies and the sharing of statewide and national ethics resources.

**Quality First Subcommittee** (reports to the Membership Services Committee)

The Quality First Subcommittee is responsible for increasing member awareness, increasing member-to-member communication and identifying ways to increase public awareness of Quality First.

**Trustee Advisory Subcommittee** (reports to the NYAHSAs Board of Directors or the Executive Committee)

The Trustee Advisory Subcommittee develops approaches to keep trustees (i.e. board directors) fully informed on changes taking place in continuing care, and develop education, training and outreach programs for trustees that will increase their involvement in policy advocacy and their effectiveness as directors.

Membership on this committee is comprised of the trustee members of NYAHSAs board as well as trustees and staff of member facilities.

## **TASK FORCES**

**Bylaws Task Force** (formerly the Bylaws Subcommittee)  
(reports to the NYAHSAs Board of Directors or the Executive Committee)

The Bylaws Task Force reviews the bylaws of the Association and its affiliates. The Task Force meets on an ad hoc basis.