HEALTH POLICY COMMITTEE CHARGE

Number of Members  8

Composition
Members shall include a Chair and a Vice Chair, President, President-Elect, Chair of the Reimbursement and Regulatory Affairs Subcommittee, and three individuals who have served on a health policy subcommittee or in a similar capacity. The Chair may invite guests as needed to expedite information sharing.

Method of Appointment
The Committee Chair and members shall be appointed by the President-Elect, in consultation with the President and the Chief Executive Officer.

Term of Office
Ex officio members serve automatically. At-large members shall serve a term of one year, with reappointment possible of two additional, consecutive one-year terms.

Strategic Plan Alignment
- Increase Reach
- Build Brand

Accountability
Reports to: Board of Trustees

Staff Liaison: Vice-President, Health Policy

Key Relationships: Executive Committee, Scientific and Clinical Documents Committee, Health Policy Committee Subcommittees.

Purpose
To promote high quality patient care and represent the legal, advocacy, regulatory, clinical and basic research interests, and educational goals of heart rhythm specialists.

Responsibilities
Related to Role as an Umbrella Committee
- Set annual objectives and deliverables for subcommittees, in collaboration with the subcommittee chairs and committee staff liaisons.
- Direct, oversee and coordinate subcommittees’ work to ensure accountability to the Board and the Committee’s priorities and timelines.
- Maintain open communications with stakeholders, including providing regular reports to the Board and Executive Committee, and maintain two-way communications.
• Refer matters to the Board or Executive Committee for approval when required by the Bylaws, Board policies and committee charter, or in instances when the Health Policy Committee is unable to reach consensus on an issue.

• Develop subcommittee members to ensure the committee has access to the expertise it needs, and identify emerging leaders to ensure a strong succession.

Related to Committee-Specific Functions

• Develop and implement an advocacy strategy to promote optimal policies and standards for the study, treatment, management and appropriate physician reimbursement of cardiac rhythm disorders.

• Collaborate with subcommittees to communicate the Society’s positions to the relevant federal agencies including the Centers for Medicare and Medicaid Services (CMS), The Food and Drug Administration (FDA), the National Institutes of Health (NIH), the U.S Congress, private research organizations, and other interested parties with guidance on important questions in clinical, basic research, reimbursement and advocacy issues.

• Represent membership interests with industry, third-party payers and others entities with whom the membership has critical relationships.

• Communicate with public and government entities to improve their understanding of issues related to heart rhythm disorders.

• Collaborate with relevant stakeholder organizations, professional societies and federal agencies to promote optimal patient care through research, training and professional, patient and public education.

• Ensure subcommittees monitor government actions and manage issues proactively, including communicating regularly to members.

• Represent the Society’s views on optimal training requirements to the government and other organizations.

• Assume other duties at the direction of the Board

Decision-Making Authority

• Set the Society’s health policy and advocacy strategy.

• Establish the committee’s procedures.

• Refer unresolved issues to the Board or Executive Committee for decision.

• Establish priorities and goals for subcommittees.

• Establish the subcommittee structure in consultation with the Governance Committee and consistent with charges and guiding principles approved by the Board of Trustees.

• Establish procedures for coordinating subcommittee work.

• Act on the recommendations of its subcommittees.

Revised March 2018
Meeting Frequency
Monthly conference calls. Additional meetings as needed.

Estimated Time Commitment
2 hours per month

Scheduled
Committee Conference Calls (the second Tuesday of every month at 8pm ET, unless otherwise indicated)

Busiest Times of the Year
The Health Policy Committee discusses and votes on decisions made at the subcommittee level. The Health Policy Committee’s activities level is dependent on the subcommittees’ work.

Other
The Health Policy Committee requires rapid response to provide the Society’s position of health policy and advocacy issues.