

NEW YORK DOWNSTATE ASSOCIATION
FOR
RESPIRATORY THERAPISTS, INC.



OFFICIARY

2010



NEW YORK DOWNSTATE ASSOCIATION FOR RESPIRATORY THERAPISTS, INC.

BOARD MEMBERS' RESPONSIBILITIES

We, the Board of Directors of the NYDART, INC. are known in the parlance of parliamentary law as a **deliberative assembly**.

As such, we are an independent group of people who conduct meetings for the purpose of determining, through free and full discussion, the courses of action to be taken in the name of our entire organization.

Elected members have the **right** to participate within the assembly according to their own judgment. They have the **responsibility** to participate in accordance with certain established or traditional **rules of order**. Our national professional organization, the AARC, uses parliamentary procedure to various degrees to establish how their deliberative business will be carried out. We will not use parliamentary procedure to the same extent but we will follow certain common rules of order during our meetings.

It is the president's responsibility to preside over the assembly as it conducts its business, to maintain order and decorum, to recognize members who wish to make their opinion known, to put to a vote all properly introduced questions or motions and to decide questions of procedure or factual information bearing on the assembly.

It is not the president's right or responsibility to become intimately involved in debate or the promulgation of motions. This is the intended function of the officers and the board members.

DUTIES OF ELECTED OFFICERS

1. You should be punctual and be present for the duration of all meetings. (Three missed meetings may be grounds for expulsion).
2. You should be adequately prepared to give scheduled reports, make requested presentations and to discuss all business.
3. Observe common rules of order of the assembly and the bylaws of our organization .
4. Maintain decorum and stick to the business at hand.
5. Introduce business, as necessary; debate and discuss business on the floor; and vote on issues put before the assembly. Above all: **PARTICIPATE!!!**

NYDART, INC. OFFICIARY

BOARD OF DIRECTORS

2010

EXECUTIVE COMMITTEE

President	Michael Karol, RRT
Vice-President	Leon Lebowitz, RRT
Secretary	Sharon Pollard, RRT
Corresponding Secretary	Tom Paolillo, RRT
Treasurer	Valerie Yarczower, RRT
Past President	Sharon Connelly- Merdian, RRT
President-Elect	To Be Determined

MEMBERS AT LARGE

Robert Tralongo, RRT
Felix Khusid, RRT
Larry Schlossberg, RRT
Randi Dillon, RRT
Andrea Gibbons, RRT
Neil Rodia, RRT

MEDICAL DIRECTOR

Dr. Suhail Raof, MD



OFFICIAL NYDART PHOTO / LOGO

NYDART, INC. PHONE/EMAIL DIRECTORY

President	Michael Karol	W 718-470-7681 F 718-470-1035 Karol@LIJ.EDU
Vice President	Leon Lebowitz	W 718-240-5392 F 718-240-6591 Llebowit@brookdale.edu
Secretary	Sharon Pollard	W 718 470-7883 F 718 831-1507 SPOLLARD@LIJ.EDU
Treasurer	Valerie Yarczower	W 631-261-4400 Ext. 2954 VFY527@aol.com or Valerie.Yarczower@va.gov
Past - President	Sharon Connelly-Merdian	W 718-883-4511 F 718-883-6187 merdians@nychhc.org
Board Member	Robert Tralongo	W 516 678 5000 x 6337 F 516-256 2252 rtralongo@molloy.edu
Board Member	Felix Khusid	W 718-780-3223 F 718-780-3172 fek9001@nyp.org
Board Member	Randi G. Dillon	Randela3@optonline.net
Board Member	Andrea Gibbons	W 718-470-4680 F 718-831-1507 gibbonal@gmail.com
Board Member	Neil Rodia	W 212-220-8344 F 212-748-7465 nrodia@bmcc.cuny.edu
Board Member	Larry Schlossberg	W 718-470-7680 F 718-470-1035 Iso2rrt@verizon.net
Corresponding Secretary	Tom Paolillo	W (Bklyn) 718-836-6600 X6955 F 212-951-6882 W (NYC) 212-686-7500 X7003 TomPaolillo@hotmail.com
Committee member	Warren Weiner	W (BK) 718-630-3627 F 212-951-6882 W (NY) 212-951-3322 warrenweiner@hotmail.com
Committee Member	Edward Schragar	W 718 206-6091 FAX 718 206-6086 eschragar@jhmc.org
Committee Member	Celeste Murphy	W 718 206-6093 FAX 718 206-6086 cmurphy@jhmc.org
Committee Member	Urszula Chojecka	W 718 206-6092 FAX 718 206-6086 uchojecka@jhmc.org
Medical Director	Suhail Raof, MD	W 718-780-5835 sur9016@nyp.org

NYDART, INC. OFFICIARY MAILING LIST
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President

Michael Karol

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270-05 76th Ave
New Hyde Park, NY 11040

Vice President

Leon Lebowitz

Technical Director, Respiratory Therapy
The Brookdale Hospital and Medical Center
1 Brookdale Plaza
Brooklyn, NY 11212-3198

Treasurer

Valerie Yarczower

VA Medical Center
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Northport, NY 11768

Secretary

Sharon Pollard

Assistant Director, Respiratory Care
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Respiratory Care Department
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New Hyde Park, NY 11040

Corresponding Secretary

Tom Paolillo

Respiratory Care Service/118RT
US Department of Veterans Affairs
NY Harbor Healthcare System
423 East 23rd Street
New York, NY 10010

Past-President

Sharon Connelly-Merdian

Queens Hospital Center
Diagnostic Center, Room B110
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Jamaica, NY 11432

Board of Directors

Robert Tralongo

Director, Respiratory Care Program
Molloy College
Respiratory Care Program
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Rockville Centre, NY 11571-5002

Board of Directors

Felix Khusid

Administrative Director, Respiratory Therapy
NY Methodist Hospital
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Brooklyn, NY 11215

Board of Directors

Larry Schlossberg

Molloy College
Respiratory Care Program
Rockville Centre, NY 11571-5002

Board of Directors

Andrea Gibbons

Respiratory Care Department
270-05 76th Avenue
New Hyde Park, NY 11040

Board of Directors

Neil Rodia

Department of Allied Health Sciences Room N740
Borough of Manhattan Community College
199 Chambers Street
New York, NY 10007

Medical Director

Suhail Raof, MD

Director, Pulmonary Medicine
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Brooklyn, NY 11215

NYDART Address

NYDART, INC.

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Oyster Bay, NY 11771-2720

Committee Members

Edward Schragar

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Celeste Murphy

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Urszula Chojecka

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Queens, NY 11418**

Warren Weiner

**Respiratory Care Service/118RT
US Department of Veterans Affairs
NY Harbor Healthcare System
423 East 23rd Street
New York, NY 10010**

NYDART, INC. 2010 SCHEDULE OF BOD MEETINGS

MEETING DATES:		LOCATION:	
January 7, 2010	Thursday	LIJMC	
February 4, 2010	Thursday	LIJMC	
March 4, 2010	Thursday	TBA	Managers Meeting
April 1, 2010	Thursday	LIJMC	
May 6, 2010	Thursday	LIJMC	
June 3, 2010	Thursday	LIJMC	
July 1, 2010	Thursday	LIJMC	
August 5, 2010	Thursday	LIJMC	
September 2, 2010	Thursday	LIJMC	
October 7, 2010	Thursday	LIJMC	
October 22, 2010	Friday	Huntington Hilton	Annual Symposium
November 4, 2010	Thursday	LIJMC	
December 2, 2010	Thursday	LIJMC	

MEETING RULES:

If you are unable to attend a scheduled board meeting, it is your responsibility to notify **Mike Karol** with enough lead-time so that they may determine whether a quorum will be present.

All meetings will be preceded by a "social period" from 4:00 - 4:30 pm, during which a snack or light meal will be served and during which social amenities and committee business may be undertaken. The president will call the meeting to order **promptly** at 4:30 pm.

NYDART, INC. OFFICIARY MEETING AGENDA
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To speed up the meetings, and to maintain order, it is requested that all members wishing to speak raise their hands to be recognized by the President.

ORDER OF BUSINESS:

The regular order-of-business for meetings shall be conducted according to the following agenda:

- **Call to order**
- **Read, correct and accept previous meeting's minutes**
- **Treasurer's report**
- **President's report**
- **Committee reports**
 - Symposium
 - Education
 - Membership
 - Public Relations
 - Nominations & Election
 - Judicial & Bylaws
 - Other standing committees
 - Ad Hoc Awards
 - Ad Hoc Government Affairs
 - Ad Hoc Respiratory Care Academic Challenge
 - Ad Hoc Social
 - Ad Hoc Asthma
 - Ad Hoc Management
 - Ad Hoc Disaster
- **Old business**
- **New business**
- **Adjourn**

TO TAKE A QUESTION OUT-OF-ORDER:

In the event of a particularly pressing or important issue, the board, by a two-thirds vote or unanimous consent, can adopt a motion to "suspend the rules and take up (the desired question) out of order". The president cannot make this motion but may indicate that he/she would entertain a motion to suspend the rules to change the order of business. After a question is taken up out of its proper order and has been disposed of, the regular order of business is resumed at the point where it was left off. This action should be used sparingly in order not to disrupt the otherwise orderly and predictable handling of board meetings.

SYMPOSIUM COMMITTEE

CO-CHAIRS:

Larry Schlossberg
Felix Khusid
Tom Paolillo

EXHIBITS MANAGER:

Mike Karol

MEMBERS:

All board members

DESCRIPTION:

Members shall plan and execute the Annual Symposium. The Medical Director will act as a consultant member of this committee. The goal of the committee shall be to develop and implement a symposium that reflects the Mission Statement of the NYDART, INC., while providing the major source of revenue for the Organization.

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. Plan, advertise, implement, and evaluate the Annual Symposium.
2. Insure that there is a site reserved for the Symposium.
3. Develop the program content, advertisements and brochures.
4. Obtain speakers, exhibitors and sponsors.
5. Process registration forms and coordinates all other expenses and incomes with the assistance of the Treasurer.
6. Order all supplies and education materials related to the Symposium.
7. The Chair shall assign committee members to the following categories: Exhibits Manager, Program Development, Hotel, Registration, Budget, Advertising and Promotion and Symposium Activities.
8. The Exhibits Manager shall coordinate all activities relating to the exhibitors, including solicitation, obtaining the exhibitor's agreement forms, fees, and assignment of floor space.

EDUCATION COMMITTEE

CHAIR:

Neil Rodia

MEMBERS:

Bob Tralongo

DESCRIPTION:

This Committee shall consist of at least two (2) educators. The Committee's goal shall be to concern itself with issues related to the establishment, development and evaluation of educational programs, sponsored by both public and private institutions, regarding the profession.

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. Provide the Symposium Committee with suggestions regarding topics of interest to the educational community.
2. Plan, advertise, implement, and evaluate any educational events by NYDART, other than the Annual Symposium.
3. Apply for and process all AARC Continuing Resp. Care Education (CRCE) credits for all NYDART-sponsored educational events.

MEMBERSHIP COMMITTEE

CHAIR:

Bob Tralongo

MEMBERS:

Leon Lebowitz

DESCRIPTION:

The Committee's goal shall be to investigate ways in which NYDART can serve its members. The Committee shall be specifically concerned with issues regarding membership recruitment and retention.

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. Develop and maintain a membership list.
2. Plan and implement strategies to increase active membership to NYDART.
3. Work with the Symposium Committee and the Education Committee to recruit new members at the Annual Symposium and other related educational activities.

PUBLIC RELATIONS COMMITTEE

CHAIR:

Sharon Pollard

MEMBERS:

Andrea Gibbons

Valerie Yarczower

DESCRIPTION:

The Committee shall be to concern itself with the relations of NYDART to the public, hospitals and other organizations through the dissemination of information concerning the practice of respiratory care. The goal of the Committee shall be to improve the recognition of Respiratory Care as a health profession.

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. Provide representation to any NYDART-sponsored events.
2. Coordinate other exhibits as requested by NYDART members and approved by the BOD.
3. Develop and coordinate activities and information for Respiratory Care Week.
4. Encourage and coordinate media coverage of NYDART activities.
5. Work with the Symposium Committee and Education Committee to promote the Annual Symposium and other educational activities.

JUDICIAL AND BYLAWS COMMITTEE

CHAIR:

Leon Lebowitz

MEMBERS:

Felix Khusid

Mike Karol

DESCRIPTION:

The Committee shall review formal written complaints against any NYDART member charged with any violation of NYDART by-laws or otherwise with any conduct deemed detrimental to NYDART. The Committee also is responsible for receiving and preparing 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 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. 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, and make recommendation for changes in composition, length of terms, or other appropriate changes.
3. Develop policies and procedures specific to NYDART for handling complaints and present to the Board of Directors for review and approval.
4. Receive and review complaints or inquiries referred to the Committee.
5. Act as a liaison between NYDART membership and the State Education Department's Office of Professional Discipline (OPD), regarding any such complaints or inquiries.

NOMINATIONS AND ELECTIONS COMMITTEE
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CHAIR:

Neil Rodia

MEMBERS:

Leon Lebowitz

Tom Paolillo

Randi G. Dillon

DESCRIPTION:

The Committee will present a slate of nominees to fill vacancies in the Executive Board and Board of Directors for approval at least ninety (90) days prior to the Annual Meeting. 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 NYDART through consideration of personal qualifications and geographic representation as applicable. The Committee shall also receive and count 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 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. Prepare for approval by the Board of Directors a slate of candidates for President-Elect, Vice President, Secretary, Corresponding Secretary, Treasurer and Director-At-Large.
2. Request, receive and condense biographical information from all proposed candidates, preferably through use of a nominations information form to be developed by the Committee.
3. Prepare and mail the ballots for all elections held.
4. Review the nominating process and develop procedures to ensure the fairest methods of evaluation of proposed candidates.
5. The ballot must be mailed via first class mail and should not be mailed using bulk rate.
6. The slate and biographic sketches shall be mailed to every active NYDART member in good standing at least forty-five (45) days prior to the Annual Meeting.
7. The ballot must be a secret mail ballot with provision for write-in votes. The ballot must be postmarked at least ten (10) days before the Annual Meeting. The deadline should be clearly indicated on the ballot.
8. The Committee shall establish and utilize a proper procedure for counting and validating the ballots provided.
9. The Committee Chair shall provide the Board of Directors with the results of the ballot, in writing, at the Annual Meeting.

AD HOC AWARDS COMMITTEE

CHAIR:

Warren Weiner

MEMBERS:

Tom Paolillo

Neil Rodia

DESCRIPTION:

Members shall recommend recipients of all NYDART awards and scholarships. The committee shall also be responsible for obtaining awards. The goal of the committee shall be to ensure the objective evaluation and recognition of all award and scholarship candidates.

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. Solicit candidates and determine fair criteria for all NYDART awards and scholarships, including the, Jonathan Schwarz RT of the Year Award, Golden Tree of Life Award and The Al Geiger Memorial Scholarship. Candidates will be presented to the Board of Directors for approval.
2. Obtain the bronze cast award or other suitable award presented to the outgoing President at the Annual meeting.
3. Obtain a suitable award presented to outgoing Board of Directors upon completion of their term.
4. Review and update the policy and procedure for each award given.
5. Obtain nominations for the Al Geiger Memorial Scholarship from each of the education programs.
6. Publicize the availability and receipt of each award on the NYDART website and other suitable publications, with the assistance of the Corresponding Secretary.
7. Submit at least one newsletter or article emphasizing the importance of NYDART participation in the nominations for each award.

AD HOC GOVERNMENT AFFAIRS COMMITTEE
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CHAIR:

Neil Rodia

MEMBERS:

Leon Lebowitz
Randi G. Dillon

DESCRIPTION:

The Committee shall be responsible for advising the NYDART's Board of Directors of professional issues involving the state and federal governments, the AARC, the NYSED and the New York State Society for Respiratory Care.

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. Develop and maintain communication with the State Society's AARC House of Delegates, and NYSSRC AD-HOC Committee for Government Affairs.
2. Plan and implement strategies to increase NYDART membership awareness of such issues.
3. Work with the Public Relations Committee regarding dissemination of such issues to the NYDART membership.

AD HOC RESPIRATORY CARE ACADEMIC CHALLENGE COMMITTEE

CHAIR:

Edward Schrager

MEMBERS:

Celeste Murphy

Urszula Chojecka

DESCRIPTION:

The Committee shall be responsible for coordinating all activities related to the Annual Student Respiratory Care Academic Challenge Competition.

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. Inform all NYDART area Respiratory Therapy programs regarding deadlines and guidelines for the Sputum Bowl competition.
2. Plan and implement strategies to increase student and NYDART membership in the competition.
3. Work with the Symposium Committee and the Education Committee to recruit new members at the Annual Symposium and other related educational activities.
4. Review the competition procedures to ensure the fairest methods of evaluation of the participants.
5. Maintain an updated list of questions to be used for the competition.
6. The Committee shall 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.
7. With the assistance of the Awards Committee, order plaques and the trophy for the winners of the competition.

AD HOC MANAGEMENT COMMITTEE

CHAIR:

Leon Lebowitz

MEMBERS:

Andrea Gibbons

DESCRIPTION:

The Committee's goal shall be to plan and implement management meetings on a regular basis.

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.
5. Act as liaison to the Long Island Respiratory Care Managers Association (LIRCMA) and the New York City Respiratory Technical Directors Group (NYCRTDG).

SPECIFIC CHARGES:

1. Arrange for regularly scheduled management meetings with the support of a vendor sponsor.
2. Send out invitations to the manager of each facility.

AD HOC DISASTER RESPONSE COMMITTEE

CHAIR:

Neil Rodia

CO-CHAIR

Larry Schlossberg

MEMBERS:

All board members

DESCRIPTION:

The Committee's goal shall be to coordinate with state committee on planning for the inevitable.

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. The Chair shall assign committee members to various tasks associated with the committee as developed and needed.