BOARD OF DIRECTORS, ADMINISTRATIVE

GENERAL INFORMATION

Last Reviewed and Approved: May 2001, April, 2005, August 2011, April 2014, April 2017

Committee Structure: Officers of the National Cancer Registrars Association (NCRA), elected

Term of Office: various

Reports: As prescribed in the Standing Rules

Members: maintained on roster

POLICIES

Purpose, Composition, and Duties
The Board of Directors shall be composed of the elected officers of NCRA.

The Board of Directors shall:

Act for NCRA between scheduled meetings of the membership and shall be responsible for the management of the business and professional affairs of NCRA.

Have authority to discipline any member for violation of the NCRA Code of Ethics or the provisions of the Bylaws. Such disciplinary action may be in the form of censure, suspension, or expulsion and shall require a two-thirds affirmative vote of the entire Board of Directors. The Board of Directors shall follow the procedures prescribed in the Bylaws.

Be empowered to remove from office, by two-thirds affirmative vote of the entire Board of Directors, any officer or committee chairman who fails to perform the duties of his/her office as required by the Bylaws and Standing Rules.

Have the authority to establish such procedures as it considers appropriate to assure adequate budgetary and financial controls for NCRA, and shall approve an auditing firm to audit the books annually. The Board of Directors shall present an annual audit to the membership.

Meeting of the Board of Directors
The Board of Directors shall meet just prior to the annual business meeting of NCRA, in the fall and winter at times when a majority of the board is available. Additionally, an orientation may be held on a weekend in the summer at a time when a majority of the board is available.

A quorum shall be a majority of the members of the Board of Directors.

Action without a Meeting
By direction of the President, matters requiring action between meetings of the Board of Directors may be decided by electronic vote or conference call vote. All action resulting from an electronic or conference call vote shall be filed with the Board of Directors' minutes.

Indemnification
NCRA shall indemnify any officer, Board Director, or employee of NCRA for expenses actually or necessarily incurred by them in connection with the defense of any action, suit, or proceedings, or in connection with any appeal therein, in which they are made a party by reason of being or having been such officer, Board Director, or employee, except in relation to matters as to
which they shall be adjudged in such action, suit, or proceedings to be guilty of bad faith or willful misconduct. NCRA shall also reimburse any such officer, Board Director, or employee for the reasonable costs of settlement of any such action, suit, or proceedings if it shall be found that it was in the interests of NCRA that such settlement be made and that such officer, Board Director, or employee was not guilty of bad faith or willful misconduct. Such rights of indemnification and reimbursement shall be deemed exclusive of any other rights to which any officer, Board Director, or employee may be entitled under any Bylaws, agreement or otherwise. The Board of Directors shall seek to provide, at the expense of NCRA, appropriate liability insurance coverage for Board Directors, officers, committee members, employees, and agents.

PROCEDURES
Responsibilities of NCRA Elected Officers

Meetings
Attend all NCRA Board of Director meetings. Notify the President if unable to attend a Board meeting. Written Board reports must be submitted as requested whether attending or not.

Travel
Have all NCRA travel pre-approved by the Finance Committee. The Finance Committee must approve all exceptions to the fiscal guidelines for Board travel. Schedule flights and room reservations for Board meetings according to procedures listed in the fiscal guidelines. Travel arrangements and reimbursements must adhere to the NCRA fiscal guidelines and be kept at a minimum. All NCRA travel must stay within budgetary allotments.

Reports
Submit a written Board report of official activities according to specifications.

Write an Annual Report to the NCRA Membership for inclusion in the NCRA Annual Report according to the specifications.

Liaison with Membership
All Board members serve as informal liaisons between the membership and Board and will direct members who have concerns to the “Raise Your Voice” section of the website. The Advocacy and Technical Practice Directors for each region are every member’s direct liaison to NCRA on matters of advocacy and technical practice.

Board Liaisons
Act as the Board representative for assigned committee(s), external liaison(s), or special interest group leaders/liaisons.

Prior to the fall board meeting, each board member shall contact the committee chairs and/or external liaisons for a “one-on-one” call to; introduce themselves, explain the Presidential charges for the year, discuss the Strategic Management Plan and their part in that process along with the web-based reporting system for board reports. Also during this call the Program Plan and Budget process along with the form that will be e-mailed to them for completion will be explained.

Communicate directives established by the NCRA Board of Directors in writing within ten days of receiving the “To Do” list from the President Elect/Secretary to appropriate individuals. Communicate concerns or suggestions to the NCRA Board of Directors on behalf of assigned committees, liaisons, or special interest group leaders/liaisons on an ongoing basis.
Budgets and Expenses
Review the budget quarterly for specific board position and for the committee(s) or liaison(s) assigned responsibility. Coordinate any differences with the Finance Committee and Executive Director. Submit officer expense reports/reimbursements to the Executive Office for approval and signature before payment by NCRA.

Correspondence
Send copies of all correspondence or other activities to the President and NCRA Executive Director. Any method of communication that is official correspondence on behalf of NCRA must be provided to the President and NCRA Executive Director. Officers will indicate which documents should be made part of the permanent file. All other correspondence will be subject to document retention policies.

Send copies of all correspondence pertaining to specific activities within a particular region to the appropriate Advocacy and Technical Practice Director.

Write a minimum of one article for The Connection regarding the activities or experience regarding elected position. Honor this commitment with the Editor of The Connection as requested in the Connection article schedule.

Encourage NCRA members and others to submit manuscripts to the Editor of The Journal of Registry Management to be published.

Review of Policies and Procedures
A review of policies and procedures must be performed according to the following guidelines:

A schedule of review has been established for updating the association’s policies & procedures. All P&Ps that have not been recently updated and fall under the Board representative’s reporting area are to be reviewed during an 8 week period. A schedule of review has been set up, please see below.

Schedule of Review:

1. Email with P&P to be sent to Chair of Committee, Task Force, Liaison or SIG (board representative will be copied on email) by NCRA Staff.
2. Owner of P&P reviews and provides updates - sends back to NCRA Staff by date specified.
3. NCRA Staff to send to Board representative for review and approval.
4. Board representative to send to P&P committee to make sure it is formatted properly and is understandable. If edits are requested by the P&P Committee then it goes back to the owner and then back to the appropriate committee for final review.
5. Board representative to present at full Board of Directors meeting for final approval by motion at the next board meeting.
6. Board representative to send P&P Final Document to NCRA Staff for posting on website. Within 2-4 weeks after meeting.
**Other Responsibilities**
Assist with special assignments, as directed by the President.

Maintain routine contact with the President.

Recognize all specific charges and responsibilities of other officers, committees, liaisons, and special appointments. There are overlaps in specific responsibilities.

Review and recommend any appropriate changes for the NCRA Bylaws for elected position.

Forward information concerning any incomplete special projects to the incoming elected officer within 15 days of the NCRA Annual Conference. All materials are the property of the NCRA. Unauthorized personal use of these materials is prohibited. All reference books provided to Board members by NCRA must be returned at the end of the term of office.

**Board Meetings**
Board meetings are usually held on Saturdays and on Sunday mornings. The meeting can be scheduled to start on preceding Friday afternoon if additional time is needed to complete scheduled NCRA business.

The Finance Committee usually meets on Friday evenings prior to the board meetings.

The NCRA Executive Office will distribute the board book to elected board members, the NCRA Executive Director, and to any other person designated by the President. The board book should be delivered to the board members at least seven days prior to the board meeting. The board book is typically sent in electronic format. A printed copy may be requested to be mailed to the board member.