GENERAL INFORMATION

Last Reviewed and Approved: January 29, 2000, January 2015, April 2017, September 2018
POLICIES

The Board recognizes the need for additional information with regard to considering nominees for appointed and elected volunteer leader positions. Accurate information based on the person’s past performance in a National Cancer Registrars Association (NCRA) volunteer position is crucial to the selection process. Additionally, this information would be very helpful to the work of the NCRA staff as they assist the Nominating Committee in the vetting of candidates for the annual election. The NCRA Board of Directors recognizes that growing and mentoring future volunteer leaders is vital to organizational development and encourages constructive feedback to acknowledge leadership strengths and opportunities for improved skills development for each volunteer leader.

Written Evaluations

Each Board member serving as a Board Liaison to a Committee Chair or Liaison is responsible for an annual evaluation of that volunteer. This online report is to be completed by June 30th annually. All Board of Directors are aware that this report and calls to volunteers are to be completed even if the Director’s term has ended and they are rolling off the board.

PROCEDURES

Prior to the spring board meeting the Board Recruitment and Retention Director will work with staff to email notices to all current Board members with a link to the assessment form and a list of the positions/individuals that they are responsible to evaluate. Included in that communication will be timeline, deadline and process description.

At deadline date staff will organize all received assessments and provide them to the continuing or new Board Recruitment and Retention Director. The Board Recruitment and Retention Director and the President will work to secure any outstanding assessments. Using the criteria established in the P&P a determination will then be made of any assessments requiring further action and those will be added, in collaboration with the President, to a summer board meeting agenda. The Board Recruitment and Retention Director will gather any additional information necessary to be best prepared for the Board meeting discussion.

Following Board discussion the Board President and related Board Liaison will together hold individual calls with any volunteer leader with whom the Board has made a ruling that there is reservation. The call will announce the Board action and to discuss a plan to overcome the reservation. Email communication in lieu of a phone conversation is possible but only as a last resort.

Further, the Board Recruitment and Retention Director will communicate Board rulings with the Nominating Committee Chair as a tool for the committee’s consideration while recruiting candidates for elected positions. Staff will include a confidential note in a member’s record outlining the Board ruling and ongoing actions for informational purposes for the Board’s use in the future when considering appointments.

The outcome of the volunteer leader communication will be included as “action between meetings” and be shared with the Board in its following Board Meeting.

Online assessment tool will include the following information:

- Annual Evaluation Form for Committee Chairs and Liaisons
Board Representative Directions: Complete the online form to provide assessment for all volunteer leadership within your responsibility. To be completed annually by June 30th.

Your Name:
Completing a Volunteer Leader Assessment for: Entity Name; Volunteer Name
Period of assessment: (pre populated by staff)

1. Did the Volunteer Leader demonstrate progress towards completion of Presidential Charges?
   Yes/No/NA (no presidential charges assigned)/Other: Explain

2. Did the volunteer leader demonstrate progress towards completing activities in support of the Strategic Management Plan?
   Yes/No/ Other: Explain

3. Did the volunteer leader complete required Connection Newsletter articles for member outreach?
   Yes/No/NA /Other: Explain

4. Did the volunteer leader follow their P&P’s in conducting themselves in their role?
   Yes/No/Other: Explain

5. To your knowledge was the volunteer leader responsive to fellow committee members, staff and to you as their Board liaison?
   Yes/No/Other: Explain

6. To your knowledge are there any areas for further evaluation needed of this volunteer leader?
   Yes/No
   If Yes, please explain

Scoring:

If Questions 1,2,3,4 and 5 receive a Yes and Question 6 receives a No the form is complete and will be filed for Nominating Committee and Recruitment and Retention Board Director’s knowledge when considering future volunteer leaders.

If any or all Questions 1,2,3,4 and 5 receive a No and/or Question 6 receives a Yes those forms are included at a Summer Board Meeting (in person or teleconference) for further discussion and determination.