LIAISON TO AMERICAN JOINT COMMITTEE ON CANCER (AJCC)

GENERAL INFORMATION

Last Reviewed and Approved: May 13, 2003, January 2013, September 2016, January 2019

Committee Structure: The NCRA Board of Directors submits three names to AJCC for the election of this liaison position.

Term of Office: Liaisons serve three year terms and can serve a maximum of two terms (total six years). This liaison position cannot be filled by a member of the NCRA Board of Directors.

Reports:
(1) Progress Reports and Meeting Highlights for each Board meeting including
   (a) Project and
   (b) Expense Lists, and
(2) Annual Report to Membership
POLICIES

Purpose and Duties

The liaison represents the interests of the NCRA membership in relation to the American Joint Committee on Cancer’s cancer stage policies, activities, and new directions, including cancer staging education, development of new methods and procedures for cancer staging data collection and coding, and the use of cancer staging information in national and collaborative cancer registry databases.

The liaison provides appropriate support and expertise in cancer registry technology to the AJCC, and shall represent NCRA in a professional manner, demonstrating courtesy, respect and technical knowledge. The opinions and positions expressed are to be those of the association representing the majority of the membership, not the personal opinion and position of the individual liaison.

NCRA President will communicate with the external organizations, notifying them of the name of the official NCRA liaison, and the term of the appointment.

Background

The first NCRA liaison was appointed in January 1989.

Travel

Travel expenses incurred for participation on AJCC subcommittees or workgroups are reimbursed by AJCC, by agreement, and are based on AJCC budgetary considerations. Travel expenses for attendance at the AJCC annual meeting are covered by AJCC. NCRA will consider additional AJCC liaison expenses requested through the budget process.
PROCEDURES

The liaison shall:

Attend appropriate meetings of the AJCC on behalf of NCRA, including the AJCC Full Committee Annual Meeting, as scheduled.

Serve only on the designated external organization committee(s). Any other request to serve on a committee, taskforce, or other type of group meeting must be approved by the NCRA President and Board Representative.

Write articles for *The Connection*. Articles should be published in the issue immediately following any meetings attended on behalf of NCRA.

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

Communicate activities and updates of AJCC to the Board of Directors, and submit status report based on policies and procedures for each Board meeting and Meeting Highlights report for external organization meetings and/or conference calls for each Board meeting.

Share agenda of external organization meetings with the President for input prior to the meeting and information regarding NCRA’s position. If the agenda is not available, communicate this with the President prior to the meeting.

Serve as the official contact for the NCRA membership regarding AJCC issues. Respond to all inquiries in a timely manner in writing after determining NCRA's position on the issue. Refer questions or concerns to AJCC for appropriate responses. Communicate action(s) taken to the person initiating the question(s) or concern(s). Refer any issues requiring special attention or matters of concern immediately to the NCRA Board of Directors for recommendations or suggestions.

Refer technical staging questions to the AJCC/COC staff. The AJCC liaison cannot officially answer technical staging questions.

Keep their Board Representative and Board of Directors informed of any activities undertaken on behalf of NCRA.

Send copies of all correspondence or other activities to their Board Representative, and NCRA Executive Director.

Provide copies of all written or electronic communication on NCRA letterhead or using NCRA’s name to their Board Representative and NCRA Executive Director.

Submit a budget request for the coming year according to the time frame established by the Board.

Inform their Board Representative if unable to attend appropriate meetings.

Adhere to the Liaisons to External Organizations Policies and Procedures approved by the NCRA Board of Directors.