GENERAL INFORMATION

**Last Reviewed and Approved:** May 13, 2003, September 2014, February 2015, March 2018

**Committee Structure:** The NCRA Board of Directors selects an NCRA member with central cancer registry experience to serve in this liaison position.

**Term of Office:** Liaisons serve two-year terms and can serve a maximum of two terms (total four years). This liaison position cannot be filled by a member of the NCRA Board of Directors. Appointment cycle, July through June.

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

Purpose and Duties

The liaison represents the interests of the NCRA membership in relation to data standards by serving on the NAACCR Uniform Data Standards Committee. The liaison also serves on other relevant committees as appropriate to current NAACCR-NCRA partnerships. The liaison or a designate may also serve on these workgroups if it is deemed in the best interest of NCRA.

The liaison will only serve 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.

The liaison shall represent the 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.

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

The liaison shall:

Attend appropriate meetings of the NAACCR on behalf of NCRA, including the NAACCR Annual Meeting, usually in the summer.

Communicate activities and updates of NAACCR to NCRA

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 to the Board of Directors.

Submit status report based on policies and procedures for each Board meeting.

Submit “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 their input and information regarding NCRA’s position prior to the meeting. 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 NAACCR issues. Respond to all inquiries in a timely manner in writing after determining NCRA’s position on the issue. Refer questions or concerns to NAACCR for appropriate responses. Communicate action(s) taken to person initiating question or concern. Refer any issues requiring special attention or matters of concern immediately to the NCRA Board of Directors for recommendations or suggestions.

The liaison should keep the President and Board of Directors informed of any activities undertaken on behalf of NCRA.

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

Submit a copy of all written or electronic communication on NCRA letterhead or using NCRA’s name to the President and NCRA Executive Director.

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

Inform the President if unable to attend appropriate meetings.

Adhere to the liaisons to external organizations policies and procedures approved by the NCRA Board of Directors.