GENERAL INFORMATION


Committee Structure: The National Cancer Registrars Association (NCRA) Board of Directors submits at least three names to CoC for the selection of this liaison position. This liaison position cannot be filled by a member of the NCRA Board of Directors.

Term of Office: Three-year appointment cycle October 1 through September 30. The appointed individual may serve a maximum of two three-year terms.

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 CoC, and 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 opinions and positions expressed are to be those of NCRA, 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

Liaison Responsibilities

The liaison shall:

Attend appropriate meetings of the CoC on behalf of NCRA.

Communicate activities and updates of the CoC and NCDB to the NCRA membership. As appropriate, 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.

Submit status report based on policies and procedures of liaison activities and external
organization meeting highlights and/or conference calls for each Board meeting.

Share agenda of external organization meetings with Board representative, the Advocacy & Technical Practice Director (ATPD East), and President for input and information regarding NCRA’s position prior to the meeting. If the agenda is not available, communicate this with ATPD prior to the meeting.

Serve as the official contact for NCRA membership regarding CoC activities. Respond to all inquiries in a timely manner in writing after determining NCRA’s position on the issue. Refer questions or concerns to the CoC 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 representative Board of Director’s position assigned to the COC Liaison position, (ATPD East).

The Liaison should keep the Board representative (ATPD East), President and other Board members as appropriate informed of any activities undertaken on behalf of NCRA.

Provide a copy of all written or electronic communication or other activities using NCRA’s name to the President, Board representative (ATPD East), and NCRA Executive Director.

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

Inform the Board representative (ATPD East) if unable to attend appropriate meetings.

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