LIAISONS TO EXTERNAL ORGANIZATIONS

GENERAL INFORMATION
Last Reviewed and Approved: August 2007, January 2013, April 2014, January 2017

Term of Office: As defined by ACOS-NAPBC

Reports To: Advocacy and Technical Practice Director East

Reports: Per Presidential charges all meeting agendas will be provided to your Board Representative (ATPD-East). Also, provide Board representative with meeting summary within 2 weeks of meetings to share with the Board.

Purpose and Duties:

National Accreditation Program for Breast Centers (NAPBC) has representatives from the major disciplines involved in breast care. As a consortium of 20 national professional organizations NAPBC is dedicated to improving the quality of care and outcomes of patients with diseases of the breast. The National Cancer Registrars Association (NCRA) is one of the member organizations of this group. Cancer registration and data collection are key components of the program and the NCRA representative will provide input on these topics as they relate to quality measures, standards and other pertinent discussions.

Liaison Responsibilities:

Attend appropriate meetings of the NAPBC on behalf of NCRA. Communicate activities to the Board representative.

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

Submit a program plan for the coming year according to the time frame established by the Board. Submit an article for the Connection as requested.

Serve as moderator for the NAPBC discussion forum on the NCRA website Participate in liaison conference calls and other communications as needed.

Inform the President and Board Representative if unable to attend appropriate meetings. Complete and submit board reports as requested.

Become a participating member in at least one committee under NAPBC or ACOS

Responsibilities of NAPBC members:

Be cognizant of the NAPBC’s mission, goals, objectives, organizational structure, and policies.

 Maintain knowledge of issues related to breast disease care and legislative and public policy matters affecting the breast disease patient and medical community.

Have an understanding of the type of services provided by the NAPBC to its constituents.
Be willing to represent the NAPBC and its interest in other medical organizations in which he or she enjoys prominence and respect.

Consistently attend regularly scheduled meetings for the entire duration of the meeting. Exceptions may occur based on personal emergencies, weather, airline issues, and other extenuating circumstances.

Review and be familiar with the agenda and all accompanying materials that will be sent electronically or by mail prior to the meeting.

Maintain confidentiality of the agenda, agenda materials, discussions, work product and work plans of the Board of respective committees.

Make relevant and focused comments during discussions that will facilitate the efficiency of the Board or respective committees.

Demonstrate flexibility in consensus-building discussions and take into account the viewpoint of others. Volunteer for one’s fair share of “homework” assignments between meetings and commit to meeting appropriate deadlines.