LIAISONS TO EXTERNAL ORGANIZATIONS

GENERAL INFORMATION

Last Reviewed and Approved: May 13, 2003, April 2005, January 2015, January 2018

Term of Office: Varies, dependent upon length of project

Reports To: Designated Board representative

Reports: Per the Standing Rules

POLICIES

Liaisons will be appointed from external organization to NCRA for specific projects. They will be assigned to work with a specific committee, Council, or other entity. The term of office will depend on the length of the project.

Liaisons are individuals representing the National Cancer Registrars Association (NCRA) to other organizations. The purpose of liaisons to other organizations is to provide NCRA members a voice in establishing standards or rules and to actively participate in operations of organizations associated with cancer registration. When participating in external organization activities for NCRA, liaisons must act on behalf of NCRA rather than an employer or for personal gains.

Liaisons are elected, or appointed, by the NCRA Board of Directors. Liaisons must be NCRA members who have expertise in the area of the external organization or are serving in elected positions assigned as a liaison. Liaisons must communicate regularly with their Board representative and submit written report for each of the Board meetings.

Liaisons 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 of Directors.

Any member serving as an NCRA liaison to an external organization will not be eligible for nomination. Any member serving as a liaison whose tenure will be concluded at the time of taking office will be eligible for nomination. The exception will be for the IACR, and NCCCS liaisons and those special appointments made by the President.

A member of the Board of Directors will act as the Board representative to the liaisons. The Board representative must coordinate all activities regarding liaisons according to the procedures listed below.

External organizations are evaluated (according to the classification system included in this policy and procedure) for the appropriateness of a NCRA liaison appointment. The purpose of this evaluation is to annually justify NCRA expenses for the liaison. The evaluation results must be presented to the NCRA Board of Directors prior to approving the NCRA budget, during each fall Board meeting.

A written evaluation (included in this policy and procedure, and approved in the 1996/1997 Board year) for all liaisons elected by the NCRA Board must be done prior to the Annual Conference. The Board representative must evaluate the liaisons and prepare an evaluation summary for each liaison. The evaluation summary is presented to the liaison and the NCRA Board prior to the Annual Conference. The purpose of this evaluation is to assure compliance
with approved NCRA policies and procedures and to measure communication of the liaisons to
the NCRA membership and NCRA Board. This evaluation is also taken into consideration at the
time of reappointment.

Appropriate action will be taken by the NCRA Board of Directors if a liaison is not
communicating activities or adhering to the responsibilities defined in this policy and procedure
(as indicated from the evaluation). Failure to communicate or adhere to responsibilities must be
considered at the time of re-appointment, and may also result in early termination of their
appointment with appointment of a replacement.
PROCEDURES

NCRA Board Representative and Officer Responsibilities

Identify liaison appointments whose terms expire during the NCRA Board year. A list of liaison positions due for reappointment or election shall be provided to NCRA Board of Directors prior to the appropriate Board meeting, and a minimum of three names who are eligible and appropriate for the liaison position must be presented to the NCRA Board of Directors for election (whether the term is for reappointment or new position).

Facilitate an election during the appropriate NCRA Board meeting or by electronic vote for appointments between business meetings to elect liaisons prior to the beginning of a new term.

Add terms of office for liaisons to the Board of Directors listing, stating the year started and the year the term will end. It will either include information regarding first or second term, or the beginning year of their first term will remain as the year started when their second term’s ending date is listed to ensure we know the total length of their term.

Monitor and approve each liaison's expenses and determine appropriateness of each meetingconference attendance as a NCRA representative.

Evaluate all current and other possible external organizations according to the "Study of Liaison Appointments" included in this policy and procedure. A report must be prepared and distributed to the NCRA Board of Directors during the fall NCRA Board meeting. The evaluation results must be approved by the NCRA Board.

Notify all liaisons of their responsibilities and of the fact that their activities will be evaluated using the “Evaluation Form for Liaisons” and that the results of this evaluation will be considered at the time of re-appointment. Notify all liaisons of these responsibilities at the time of their appointment or re-appointment using the attached standard letter.

Notify all liaisons that failure to fulfill their duties, including submission of Board reports and requested Connection articles may result in their replacement prior to the end of their term.

NCRA Board of Director Responsibilities

It is the NCRA Board of Directors responsibility to make certain that liaisons communicate activities and function on behalf of NCRA.

NCRA President Responsibilities

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.

Liaison Responsibilities
Meetings

Attend appropriate meetings of the external organization on behalf of NCRA members. The President and Board representative should be informed when the liaison is unable to attend appropriate meetings.

Share agenda prior to the meeting with the President for their comments and information regarding NCRA’s position.

All travel funded by NCRA must be pre-approved by the President and NCRA Board representative and follow NCRA fiscal guidelines for travel.

Communication

Communicate issues needing feedback by NCRA to the President and Board representative for appropriate actions.

Communicate activities and updates of participation to the NCRA membership through an article(s) published in The Connection. Articles must be published in The Connection immediately following any meetings or events attended on behalf of NCRA (whether funded by NCRA or the external liaison). Non-compliance may result in early termination of their appointment.

Maintain routine contact with the Board representative to liaisons.

Reports

Submit a written Board report of official activities according to specifications requested by the appropriate Board representative, status report based on policy and procedure.

Submit a written “Meeting Highlights” report in addition to the status report. This report will outline the key highlights of the meeting.

Correspondence

Send copies of all correspondence or other activities to the President, Board representative, and NCRA Executive Director. A copy of all written or electronic communication on NCRA letterhead or using NCRA’s name must be provided to the President and NCRA Executive Director.

Liaisons will indicate which documents should be made part of the permanent file. All other correspondence will be subject to document retention policies.

Send copies of all correspondence pertaining to specific activities within a particular region to the appropriate Regional Directors.

Submit all documents or informational reviews (e.g., any manuscript, newsletter, or pamphlet) regarding NCRA that will be published externally on behalf of NCRA to the President, Board
representative, NCRA Executive Director, and Public Relations Committee for review before submitting to an external organization. A copy of the final document or pamphlet must be provided to the NCRA Board of Directors.

**Materials**

Forward files, manuals, and other appropriate information to the incoming elected officer within 15 days following the NCRA Annual Conference. All materials must be transferred to the incoming representative within two weeks of the official change in the office/committee/liaison. If unable to meet at the Annual Meeting, shipping arrangements must be made.

All materials are the property of the NCRA. Unauthorized personal use of these materials is prohibited.

**Other Responsibilities**

Review and recommend any appropriate changes for the NCRA Bylaws specific to the position appointed.

Understand all specific charges and responsibilities of all officers, committees, liaisons, and special appointments. There are overlaps in specific responsibilities.

Implement proper action as communicated in writing by the NCRA Board representative. This communication is required to be mailed within ten days following the NCRA Board of Directors meeting.

Submit expense reports/reimbursements to the NCRA Executive Office for approved expenses. Non-approved expenses must be requested in advance through the Finance Committee.

Review the program plan annually for specific liaison position. Coordinate any differences with the Treasurer and NCRA Executive Director.

Assist with special assignments, as directed by the President.
### NCRA Liaison Table

<table>
<thead>
<tr>
<th>Organization</th>
<th>Length of Term</th>
<th>Appointment Status for Committee/Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJCC</td>
<td>2 Years (June through May)</td>
<td>Board Sought /Appointed</td>
</tr>
<tr>
<td>(4 Year limit)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COC</td>
<td>3 Years (October through September)</td>
<td>Board Sought /Appointed</td>
</tr>
<tr>
<td>(6 Year limit)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAACCR</td>
<td>2 Years (July through June)</td>
<td>Board Sought /Appointed</td>
</tr>
<tr>
<td>(4 Year limit)</td>
<td>The new liaison will start after the NAACCR Annual Meeting, as the Liaison who has been working with NAACCR all year will attend their annual meeting to complete their projects.</td>
<td></td>
</tr>
<tr>
<td>NCCCS (Executive Director and President)</td>
<td>1 Year for President (June through May)</td>
<td>Presidential Duty</td>
</tr>
<tr>
<td>Note: At the first NCCCS meeting after the new President is installed, the Immediate Past President will also attend to facilitate Continuity by introducing and orientating their replacement.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAPBC (Advocacy and Technical Practice Director, East)</td>
<td>1 Year for the Liaison</td>
<td>Board Sought/Appointed</td>
</tr>
<tr>
<td>Change Management (Immediate Past President)</td>
<td>1 Year</td>
<td>Board Sought/Appointed</td>
</tr>
<tr>
<td>CAP- as needed for specific projects</td>
<td>1 Year</td>
<td>Board Sought /Appointed</td>
</tr>
</tbody>
</table>