LIAISON TO HIGH LEVEL STRATEGIC GROUP (HLSG)

GENERAL INFORMATION

Last Reviewed and Approved:

Elected/Appointed by: The NCRA has two Liaisons to the HLSG: the NCRA Immediate Past President and the NCRA Executive Director, who is a permanent appointment for continuity.

Term of Office: Immediate Past President, 1 year; Executive Director, permanent

Reports: Board reports and Meeting Highlights (when applicable) for each Board meeting

POLICIES

Purpose and Duties

The NCRA Immediate Past President and NCRA Executive Director (liaisons) shall attend the HLSG meetings, representing NCRA’s interests, and serve on committee(s), if appropriate, as requested. 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.

Background

In 2018, members of the cancer registry/surveillance leadership community formed both a High Level Strategic Group (HLSG) and a Mid-Level Tactical Group (MLTG) to ensure high-level coordination among all cancer surveillance organizations regarding the development and implementation of major changes in standards and procedures.

To achieve this end, the HLSG will

- Facilitate communications and collaboration between the cancer registry/surveillance leadership community and organizational leadership of represented clinical organizations (AJCC and COC);
- Review and provide input to annual report and recommendations prepared by the Mid-Level Tactical Group;
- Discuss new and emerging initiatives, concepts and ideas, including those emerging from strategic partners such as CAP, NCCN and ASCO;
- Provide overall strategic guidance to the Mid-Level Tactical Group, particularly with respect to forecasting changes and adapting to changes in oncology practice;
- Review and approve (or disapprove) recommendations of Mid-Level Tactical Group regarding delays in standards development and implementation;
- Identify and address potential conflicts (at a high level) between the organizations priorities and initiatives of member organizations and maintenance of core registry standards and operations;
- Address (if feasible) gaps in resources needed to complete priority initiatives based on recommendations of Mid-Level Tactical Group.

The HLSG will consist of senior decision-makers from the standard-setting and major stakeholder organizations in the cancer registry/surveillance community, including:

- American College of Surgeons Commission on Cancer (ACoS/CoC) – 1 delegate
• American Joint Committee on Cancer (AJCC) – 1 delegate
• Surveillance, Epidemiology and End Results Program (SEER) – 2 delegates
• National Program of Cancer Registries (NPCR) – 2 delegates
• National Cancer Registrars Association (NCRA) – 2 delegates (Executive Director and Past President)
• Canadian Council of Cancer Registries (CCCR) – 2 delegates
• North American Association of Central Cancer Registries (NAACCR) – 2 delegates (Executive Director and President (President Elect/Past President))

PROCEDURES

The liaisons shall:
• Attend appropriate HLSG meetings on behalf of NCRA and the NCRA membership.
• Communicate activities and updates of participation to the NCRA Board and NCRA membership.
• The Immediate Past President shall prepare a summary of any meetings or events attended on behalf of the NCRA for the Board of Directors.
• Submit a board 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.
• Submit a budget request for the coming year according to the time frame established by the Board.
• Inform the Executive Committee if unable to attend appropriate meetings.
• Adhere to the liaisons to external organizations policies and procedures approved by the NCRA Board of Directors.