GENERAL INFORMATION

Last Reviewed and Approved: February 16, 2002, September 2013, September 2016, Review with no changes August 2019

Committee Structure: Chair, appointed by Board of Directors; Members and Subcommittee Chairs, appointed by Chair. Reports to the Public Relations Board Director

Term of Office: 1 year

Reports: As described in the Standing Rules

POLICIES

The NCRW shall acknowledge and complete all specific charges as designated by the Strategic Management Plan and the Board of Directors (included, but not limited to, the procedures outlined below).
PROCEDURES

The NCRW Committee shall:

National Cancer Registrars Week (NCRW)

Organize the National Cancer Registrars Week (NCRW), which takes place during the second week of April, Monday through Friday.

Prepare and arrange for NCRW materials to be mailed at least six weeks prior to the event. The NCRW Chair will review NCRW materials with the President.

Work with the NCRA Director of Education and Communications to produce and mail the materials.

Publicize NCRW in The Update, NCRA’s bi-monthly e-newsletter, The Connection, the Journal of Registry Management, NCRA’s Website, and its Social Media platforms.

Request the Advocacy & Technical Practice Directors to promote NCRW in their communications with members and presidents of state associations in their regions.

Annual Conference Poster Theme Contest

Fall: Promote the following year’s poster theme contest in The Update, NCRA’s Website, and Social Media. Submission with a 100 words or less explanation on why the created theme is important to cancer registrars and why the theme highlights the work of cancer registrars.

January: Poster themes due.

February: The NCRW Committee will review and decide on the winning poster theme. The winning theme will be sent to a graphic designer to create posters.

March/April: Graphic designer will submit three finalized poster concepts based on the winning theme.

Annual Conference: The posters will be posted at NCRA’s Annual Conference for registrants to vote for their favorite. Votes will be tallied and the winning poster announced.

May/June: The winning poster will be announced in The Update, The Connection, NCRA’s Website, and its Social Media platforms. Award the winner of the poster theme contest with one year free membership to NCRA.