PRESIDENT

GENERAL INFORMATION

Last Reviewed and Approved: April 2008, April 2010, October 2013, March 2016, August 2018

Elected/Appointed by: Elected

Term of Office: 1 year

Reports: As described in the Standing Rules
POLICIES

Committee Responsibilities

The President and his/her designate shall be ex-officio members of all committees. The President's ex-officio status is without vote.

The President shall serve as Chair of the Board of Directors and a voting member of the Finance Committee.

The President and the NCRA Executive Director represent NCRA as one of NAACCR’s sponsoring member organizations. The President and the Executive Director will attend appropriate NAACCR meetings on behalf of NCRA.

The President and NCRA Executive Director shall represent NCRA as liaisons to the National Coordinating Council for Cancer Surveillance (NCCCS). The President and Executive Director will attend appropriate NCCCS meetings on behalf of NCRA.

The President shall represent NCRA at any other committee meetings of other organizations as deemed appropriate (CBTRUS, TRIAD, etc.).

Governance, Planning and Evaluation Committee

The GPEC Chair will notify the President and the NCRA Executive Office of all NCRA Annual Conference scholarship winners. The President will notify the scholarship winners by phone and in writing no later than eight weeks prior to the Annual Conference.

Awards Committee

The Awards Committee Chair shall notify the President in writing of the nominees and winners for each award at least ten weeks prior to the NCRA Annual Conference.

At least eight weeks prior to the NCRA Annual Meeting, the President shall notify each person that they are an award winner and invite him or her to accept the award during the NCRA Annual Conference Installation and Awards Ceremony. The identities of the award winners should be kept confidential until the award is presented during the Annual Conference. A member of the NCRA executive staff shall notify the nominators of the nominees who were not selected as winners.

The President shall notify the NCRA Executive Director in writing at least eight weeks prior to the NCRA Annual Conference of the selected winners so plaques can be ordered with the appropriate award, name, and year.

Other Duties

The President shall appoint chairs for special appointments to handle projects for NCRA on an as needed basis.

The President is responsible for planning the annual business meeting.

The President is responsible for planning the presentation of awards and honors.
After being installed in office, the President shall conduct an orientation for the Board of Directors, committee chairs, and liaisons. The in-person Board of Directors orientation may be scheduled during the Annual Meeting or at a later date at the President’s discretion.

**PROCEDURES**

**Board of Directors Meetings**

Coordinate NCRA Board of Directors meetings with the NCRA Executive Director. The NCRA Executive Office makes arrangements at the meeting sites and signs any contracts.

Prepare an agenda with assistance from the NCRA Executive Director. The agenda must allow for discussions of requested actions of the Board of Directors or other NCRA business matters. All requested actions made by the Board of Directors, committee chairs, or liaisons must be included on the agenda. The meeting agenda and Board of Directors reports should be sent to the Board of Directors at least two weeks in advance of the Board of Directors meetings.

Invite newly elected officers to attend the Board of Director’s meeting taking place prior to the Annual Conference.

**NCRA Business**

Establish a communication schedule (for both verbal and written communications) with the NCRA Executive Director to review and coordinate NCRA activities throughout the term of office.

Monitor NCRA activities and assign appropriate charges as required.

Monitor expenses for Board of Directors members.

**Executive Director Performance Evaluation**

The performance evaluation timeline is based on the Annual Conference date. The Executive Director is given one month advance notice to complete a self-evaluation. This evaluation is sent to the reviewer and the reviewer completes the performance evaluation. The reviewer may ask for input from the Finance Committee, and other board leadership. Reviewer (Immediate Past President) should include the newly installed President in the evaluation process for continuity.

1. The self-evaluation is provided to the Executive Director one month prior to the annual conference date.
2. The self-evaluation is completed by the Executive Director.
3. The Executive Director returns the self-evaluation to the reviewer approximately 4 weeks following the annual conference.
4. The reviewers complete the evaluation of the Executive Director within one month following the receipt of the self-evaluation from Executive Director.
5. The reviewer schedules a meeting time and location with the Executive Director.
6. The *reviewer sends the Executive Director a copy of the completed evaluation no later than 2 working days prior to the meeting.

After the meeting and evaluation are completed, notification of salary changes is to be directed to
the Director of Operations within 5 working days after the meeting. A copy of the completed and signed evaluation(s) is to be kept by the Director of Operations for the Executive Director’s personnel file. A copy of the signed evaluation is to be provided to the Executive Director.

*The timeline is communicated to both the Executive Director and the Past President, by the Director of Operations. An example of the email communication is provided below.*

Self Evaluation is provided to ED by (date to be insert for the year applicable)

Self Evaluation completed by ED returned to reviewer by (date to be inserted for the year applicable).

Reviewer works with Evaluation Committee and completes evaluation of ED by (date to be insert for the year applicable).

Reviewer schedules meeting time and location with ED – this typically takes place at the summer orientation of the board of directors. The date for the orientation program will be (date to be insert for the year applicable).

After meeting and evaluation are completed, notification of salary changes are to be directed to the Director of Operations of the Staff Offices within 5 working days after the meeting.

A copy of the completed evaluation(s) is to be kept by the Director of Operations for the personnel file. A copy of the signed evaluation is to be provided to the ED.

**Annual Meeting**

Assume overall responsibility for the NCRA Annual Conference. Participate in all activities of the Program Committee and monitor progress to assure an effective NCRA Annual Conference.

Assume responsibility for securing the annual meeting sites at least three years in advance, rotating through the NCRA regions (final approval by the Board of Directors). Discuss sites for the future NCRA Annual Conferences, during either the first or second Board of Directors meeting. Determine the NCRA region for the year in which the Annual Conference should be held.

Ask the NCRA Board of Directors to name cities that a "Request for Proposal (RFP)" should specifically be sent. (*Note: The meeting planner at the NCRA Executive Office will advertise the RFP and will send the RFP to those cities named by the Board of Directors. Either the meeting planner or the NCRA Executive Director will present the results of the meeting site search to the NCRA Board of Directors for a final decision.*) The meeting site will be announced to the NCRA members during the annual business meeting.

**Editorial Advisory Board**

Serve as a member of the Editorial Advisory Board for *The Connection*. Edit each issue of *The Connection* as requested.

**Correspondence and Communication**

Respond to state, regional, or local associations and general membership requests or correspondence as appropriate. (*Note: Copies of correspondence must be sent to the NCRA Executive Director and to Board of Directors members as appropriate. Send a copy of all*
correspondence pertaining to committees or liaison positions to the committee chair or liaison position and to the appropriate liaison from the NCRA Board of Directors.)

Submit an article to the Editor of The Connection for each issue to keep the NCRA membership up-to-date on NCRA business.

**President-Elect/Secretary**

Act as a mentor to the President-Elect/Secretary in preparation of his/her term as President. Maintain frequent contact with the President-Elect/Secretary keeping him/her aware of NCRA business matters. Explain history (if known) for decisions of NCRA business matters. Support the President-Elect/Secretary during the current term of office. Consult the President-Elect/Secretary during decision-making processes, especially when matters may affect his/her term of office.

**Elections**

Receive election results for officers. The Elections Task Force Chair will notify the President in writing of the election results. The President will verbally notify the candidates of the election results. The verbal confirmation of election results will be confirmed in writing to all successful candidates. Notify the current Board of Directors by email of the election results.

**NCRA Strategic Plan**

Monitor and implement the goals and objectives of the NCRA Strategic Plan. The NCRA Strategic Plan planning is the responsibility of the Board of Directors; the Advisory Committee selects a designated Strategic Planning Committee.

Expertise in the planning process may be obtained from the NCRA Executive Office per contractual agreements.

The final approval of the NCRA Strategic Plan is the responsibility of the NCRA Board of Directors, and must be evaluated at least annually. The NCRA Strategic Plan must be made available to the NCRA members.

**Parliamentarian**

Assure selection of the parliamentarian for the NCRA business meeting for your term. The NCRA Executive Office will identify a registered parliamentarian from a listing for the city hosting the meeting. Any registered parliamentarian may be selected as long as the total expenses are within a reasonable range. The NCRA Executive Office will make arrangements to supply the parliamentarian with a copy of NCRA’s Bylaws and any other pertinent material prior to the business meeting.

Participate as a voting member in the meetings of the Finance Committee to establish, approve, and monitor the NCRA budget.

**Liaisons**

Appoint other liaisons to external organizations as needed. The President may appoint liaisons to external organizations when specific needs are identified with approval of the Board of Directors. Special presidential appointments will be for one year.
If NCRA will be responsible for any meeting expenses related to these liaison positions, funds should be budgeted accordingly. If additional liaisons are appointed, the positions should be added to the responsibilities of the Board of Directors member monitoring external liaisons.

If special appointments are made, all procedures relating to the position should be clearly defined to include:

- How the liaison will be selected (one individual or selection based on convenience to each meeting).
- Meetings should be attended.
- Reports required from the liaison
ATTACHMENT 1: NCRA Operating Manual

Includes organizational chart; current Board of Directors roster; calendar of events; policies and procedures for officers, committee chairs, and liaisons; special charges for each officer, committee chair, and liaison; current Bylaws; insurance policies and contracts; Code of Ethics and Procedures; NCRA strategic plan; NCRA Office manual or policies and procedures; fiscal guidelines or policies and procedures; chart of accounts; current budget; and expense forms.

Board of Directors Roster

Lists the name, mailing address, telephone number, fax number, and e-mail address for each Board of Directors member, Bylaw Committee members, committee chairs, and liaisons. The term expiration date will be listed for Bylaws, GPEC, and for liaisons.

The roster will also include the NCRA Executive Office mailing address, overnight delivery address, telephone numbers, fax numbers, e-mail address, and website address. All NCRA staff will be listed with their direct dial phone numbers and e-mail addresses. The NCRA travel agency will also be listed with all appropriate contact information.

New Board of Directors Orientation

The new Board of Directors orientation may be scheduled during the Annual Meeting for officers, committee chairs, and liaisons or at a later date at the President’s discretion. The NCRA Operating Manual, policies and procedures, and calendar of events for conducting NCRA business are usually discussed.

The NCRA Executive Office staff can participate in the orientation as requested.

Board of Directors packets will contain the agenda, minutes from the last Board of Directors meeting, and copies of all reports (in agenda order).
ATTACHMENT 2: Schedule and Content of Board of Directors’ Meetings

First Meeting;

The first, or fall meeting, is usually held in late September or early October. Either this meeting or the second meeting will be held at the hotel where the next Annual Conference will be located.

Example agenda items:

- Approval of program committee report on annual conference
- Review study of liaison appointments and make recommendations on any changes in the status of external liaisons.
- Discuss sites for future NCRA Annual Meetings at either first or second Board of Directors meeting assuring that meeting sites are established for at least three years in advance.

Second Meeting

The second, or winter meeting, is usually held in late January or early February.

Example agenda items:

- A presentation regarding investments
- Approval of Strategic Plan for next year
- Review of NCRA Executive Office evaluation
- Approve all policy and procedure changes
- Approval of the budget

Third Meeting

The third Board of Directors meeting is held in conjunction with the Annual Meeting.

Teleconferenced Board of Directors Meetings

Teleconferenced Board of Directors meetings are held between the face-to-face Board of Directors meetings, usually in June or July, November and February or March.