NATIONAL CANCER REGISTRARS ASSOCIATION STANDING RULES

I. MEMBERSHIP
   A. All applications for membership shall be submitted to the NCRA Executive Office.
   B. The NCRA Executive Office shall manage all applications for membership files. If membership is not accepted, dues shall be refunded.
   C. The residency of any NCRA member shall be determined by the member’s preferred mailing address.

II. BOARD MEETINGS
   A. Pursuant to our parliamentary authority, the Board will meet in executive session and attendance at Board meetings will be limited to those persons designated in the Bylaws as members of the Board. Other members may be invited from time-to-time to make reports to the Board and remain as long as necessary to answer any questions regarding their reports. Discussion or decisions on the part of the Board will be held/tabled while guests are present.

III. COMMITTEES
   A. Annual Conference Program Committee
      The committee shall consist of a chair and two or more members. The chair is appointed by the Board of Directors. The committee members are appointed by the chair. The committee shall be responsible for the program content for the annual conference.
   B. Awards Committee
      The committee shall consist of a chair and four members. The President will appoint the Awards Committee Chair. Four committee members are appointed to the Awards Committee by the President and the Awards Committee Chair. Two of the five committee members must represent at least two external organizations (e.g., North American Association of Central Cancer Registries, American College of Surgeons, Centers for Disease Control and Prevention, etc.). The committee shall remain anonymous at least until after the awards are announced. The President shall notify the NCRA Executive Director of the committee appointment.
   C. Education Committee
      The committee shall consist of a chair and two or more members. The chair is appointed by the Board of Directors. The committee members are appointed by the chair. The committee shall identify the educational needs of NCRA, make
recommendations to the Board of Directors, develop and market new educational products, assure current information exists in educational products marketed by NCRA and coordinate existing continuing education programs.

D. Ethics Committee

The committee shall consist of a chair and two or more members. The chair is appointed by the Board of Directors. The committee members are appointed by the chair. The committee shall receive all complaints regarding violations of the Code of Ethics of NCRA. The committee may recommend action to be taken to the Board of Directors.

E. Finance Committee

The committee shall consist of the senior treasurer, who shall chair the committee, the junior treasurer, president, the immediate past president and the president-elect secretary. The committee shall advise and make recommendations to the Board of Directors on financial matters.

F. Formal Education Committee

The committee shall consist of a chair, the chair of the Education Committee and two or more members. The chair is appointed by the Board of Directors. Additional committee members are appointed by the chair. The committee shall develop and coordinate all formal education activities.

G. Formal Education Program Review Committee:

The committee shall consist of a chair or two co-chairs and four to six members who are CTR's. The CTR chair/ co-chairs are appointed by the Board of Directors. Additional committee members are appointed by the chair/co-chairs. The Formal Education Program Review Committee is responsible for establishing, maintaining and applying standards that ensure the quality and continuous improvement of Cancer Registry education and reflect the evolving practice of Cancer Registry Management. This committee reviews and accredits applications from potential cancer program management programs as well as reviewing annual reports from each program and re-applications for accreditation.

H. Governance, Planning and Evaluation Committee (GPEC)

The Governance, Planning and Evaluation Committee members may chair any other NCRA standing committee or hold an office

1. The committee shall consist of at least five members including the Immediate Past President who serves as chair. Each year the Board of Directors shall appoint two members for a two-year term.

2. The purpose of this committee is to:
• Offer advice to the President and the Board of Directors regarding the NCRA business operations
• Manage and administer the NCRA Strategic Management Plan
• Provide professional development guidance to the Board
• Administer the Danielle Chufar Memorial Annual Scholarship Fund

I. ICD-10 Implementation Committee

The NCRA Board of Directors submits a name to SEER for the selection of this liaison position which represents the interests of the NCRA membership relative to all educational efforts related to the implementation of ICD-10.

J. Informatics Committee

The committee shall consist of a chair and three or more members. The chair is appointed by the Board of Directors. Additional committee members are appointed by the chair. The committee is charged with providing the information needed to facilitate the registrar to operate in a technology environment; to find trends of making use of new data related to cancer (biomarkers; genetic info for diagnosis and treatment); provide education to the members on electronic message/interface and keep them abreast of all changes in this fast-paced field of technology.

K. Medical Registry Committee

The committee shall consist of a chair and three or more members. The chair is appointed by the Board of Directors. Additional committee members are appointed by the chair. The Medical Registry Committee is charged with developing collaborative advocacy, education and networking efforts for all types of medical registry professions.

L. Membership Committee

The committee shall consist of a chair and three or more members. The chair is appointed by the Board of Directors. Additional committee members are appointed by the chair. In conjunction with the NCRA Membership Manager, the committee is responsible for assisting in efforts to recruit and retain members, and making recommendations to the Board of Directors regarding new member benefits and programs.

M. Mentoring Committee

The committee shall consist of a chair, a member of the Formal Education Program Review Committee, and two or more additional members. The chair is appointed by the Board of Directors. Additional committee members are
appointed by the chair. The committee is responsible for the development and promotion of products and services of a mentoring nature, in support of all future CTRs, but especially those who are students in NCRA-Accredited Formal Education Programs.

N. NCRW Committee

The committee shall consist of a chair and two or more members. The chair is appointed by the Board of Directors. Additional committee members and subcommittee chairs are appointed by the chair. The committee shall be responsible for the public relations and activities associated with National Cancer Registrars Week.

O. Nominating Committee

The Nominating Committee shall consist of a chair and six elected members, two from each region. The chair is selected by the Board of Directors. The committee shall receive pertinent materials from the NCRA Executive Office and names of potential candidates on the dates noted in the committee’s policies and procedures.

P. Program Recognition Committee

The committee shall consist of a chair and two or more committee members. The chair is appointed by the Board of Directors. Additional committee members are appointed by the chair. The committee is responsible for evaluating activities for cancer registry continuing educational value and approving for continuing education credit as appropriate.

Q. Social Media Committee

The committee shall consist of a chair and three or more members. The chair is appointed by the Board of Directors. Additional committee members are appointed by the chair. The committee will outline best practices and policies that will guide NCRA as the association prepares education on social media use, and participates in social media communities and channels. The purpose of the committee is to identify social media opportunities within the Association’s control.

R. Website Committee

The committee is composed of a chair and two or more members. The chair is appointed by the Board of Directors. Additional committee members are appointed by the chair. The purpose of the committee is to monitor NCRA’s web site www.ncra-usa.org and oversee and moderate the NCRA Discussion Forums on the website.

IV. COUNCIL ON CERTIFICATION
The Council shall consist of an elected Administrator and six elected representatives. The purpose of the Council is to evaluate the qualifications of those individuals requesting certification as Certified Tumor Registrars (CTRs) and any other certifications/credentials as approved by the Council, and to establish, oversee and administer the mechanisms to accomplish this purpose. The NCRA Board of Directors will facilitate or enable the work of the Council. The Council shall be independent in decision-making for all matters pertaining to certification.

**NOTE:** The Council on Certification is responsible for the activities that were previously accomplished by the Continuing Education Committee.

**V. OFFICIAL PUBLICATION**

Journal of Registry Management (The Abstract) and The Connection shall be the official NCRA publications.

**VI. REPORTING PROCEDURES**

All committees and other entities of NCRA shall provide status reports to the Board, through their Board representative, on matters relevant to their responsibilities. The reporting process will be in both written and oral formats between the Board representative and the Committee/Entity Chair. The Board representative will provide Committee/Entity with date report is due to be returned to the Board representative. The Board representative will submit their report and reports of the Committee Chair/Entity to NCRA staff contact for inclusion in the Board Book by the specified date.

All committees and other entities of NCRA shall provide status reports to the Governance, Planning and Evaluation Committee, through NCRA staff, on matters relevant to their responsibilities as outlined in the current strategic management plan. The reporting process will conform to the formal process in place three times per year.

**VII. Other**

NCRA recognizes the contributions of many long-time NCRA members, especially those who have served on the NCRA Board of Directors. NCRA encourages members seeking to retire from the field to consider the “inactive” membership category to maintain their credential and continue to receive member benefits. The Association also recognizes ex-Board members may opt to discontinue their membership and or credential but want to stay connected and up to date on industry news and recent NCRA developments. Therefore, the NCRA Board of Directors approves of the distribution of NCRA electronic communication upon request from any previous Board member not eligible or considered for honorary / honorary life membership status. The ex-Board members must have served at least one full term on the NCRA Board of Directors, reached the age of 60, and have officially retired from the workforce.

Date approved: May 20, 2015 November 19, 2017, January 2018