National Cancer Registrars Association
Policy & Procedure

TASK FORCE CHAIRS, ADMINISTRATIVE

Last Reviewed and Approved: 01/15/04, April 2014, May 2018

Elected/Appointed by: Task force chairs are appointed by the President and approved by the Board of Directors.

Term of Office: Task force chairs may be re-appointed by succeeding Presidents and may serve until the task force is disbanded.

Required Reports: Progress reports for each Board meeting. Annual report to the membership.

Budgetary Considerations: Because of the variable nature of task forces, it will not always be possible to submit budgets. When program plans are being prepared it is expected, however, that the task force will project expenses as far in advance as possible for known activities. The chair should submit these expense requests in writing to the Finance Committee.

Purpose: To provide leadership for non-recurring, time-limited projects as determined by the President and the Board of Directors: Examples: By-laws; Informatics; Volunteer Recognition.

POLICIES & PROCEDURES

The task force chair is responsible for fulfilling the charges assigned by the President and the Board of Directors to that task force.

The chair may appoint task force members with the approval of the President.

The chair may suggest a change in charges based on discussions with task force members and research undertaken for the task force.

Any such changes need to be approved by the President and the Board.

Internal and External Communication.

Face to face meetings of a task force are discouraged due to their expense. Although regular conference calls are more economical, they still need to be approved and set up through the Executive Office.
The chair should keep the President informed of the progress/activities of the task force through regular e-mails or telephone calls as requested by the President.

The chair must submit a progress report for each Board meeting.

Any written communication to an outside organization must be submitted through the Board representative to the President/Executive Director for approval.

Access to Parliamentarian

When necessary, the chair may request access to the Parliamentarian. Because of the expense involved, such access must be requested in writing to the Executive Office. This includes telephone calls and written communication with the Parliamentarian, such as requests for clarification, etc.

Dissolution of Task Force

A task force will be disbanded when the President and Board of Directors agree that the work of the task force has been completed.

At that time a final report will be submitted by the chair to the President.