RECRUITMENT AND RETENTION BOARD DIRECTOR

GENERAL INFORMATION


Elected by: Membership

Term of Office: Two Years

Reports: As described in the Standing Rules
POLICIES

Responsibilities: Implement and monitor all Recruitment and Retention initiatives, both internal and external to the organization, as established by the most current NCRA Strategic Management Plan, Presidential Charges, or as opportunities may present themselves that have the support of the Board of Directors.

Other Duties: Board Liaison to the Nominating Committee, Board Liaison to the Membership Committee, Ad Hoc Member of the Council on Certification’s Marketing Committee, Board Liaison to assigned task forces. Staff representatives are the NCRA Executive Director and Membership Manager.
PROCEDURES:

1. Establish procedures to implement the Recruitment and Retention Goals, Objectives and asks as outlined in the current Strategic Management Plan (SMP) or Presidential Charges. Procedures should be reviewed for each year of the plan.
   a. Establish a timeline for each goal to complete SMP and any assigned Presidential Charges.
   b. Adjust the timeline annually as needed to accomplish goals.

2. Offer support and suggestions to the Nominating Committee to aid in recruitment of qualified candidates for office.
   a. Contact the Nominating Chair after the committee meets to offer assistance as needed.

3. Offer support to the Membership Committee Chair and participate in conference calls with the Membership Committee.

4. Attend the Council on Certification’s Marketing Committee as an Ad Hoc Member for ongoing public relations campaign to raise the awareness of the Cancer Registrar and CTR.

5. Offer support and recommendations to the Board of Directors in the selection of appointed positions.

6. Represent NCRA to other organizations that either have similar goals for the recruitment and retention of cancer registrars or a direct or indirect stake in the cancer registry workforce, such as a national workgroup for recruitment and retention, at the pleasure of the President.

7. Provide answers to member enquiries directed to the Recruitment and Retention Director from the Advocacy and Technical Practice Board Directors.

8. Send a copy of the reply to the member, Executive Director and the Advocacy and Technical Practice Board Directors.

9. Replies should be sent within a reasonable time period.