

## **Indiana Cancer Registrars Association Policy and Procedure**

<b>Committee:</b>	<b>Historian</b>
<b>Written by:</b>	Unknown
<b>Date of Initial Approval:</b>	Unknown
<b>Last Revision by:</b>	Sherry Dowling and Katie Elliott
<b>Revision Dates:</b>	11/2000, 10/2005, 10/2006, 10/2008, 1/2012
<b>Last Review Date:</b>	1/2012
<b>Appointed by:</b>	President
<b>Term of Committee:</b>	One (1) year term begins at the end of the Annual Meeting and runs through the following Annual Meeting.
<b>Composition:</b>	Historian and committee member(s) optional.
<b>Required Reports:</b>	Progress reports for each Board of Directors meeting Including special projects and expense report; budget; <i>Indiana Abstract</i> newsletter article(s); annual report to the members.

### **POLICIES:**

The Historian should:

- 1.0 Attend all meetings of the Board of Directors.
- 2.0 Prepare “required reports” in a timely manner.
- 3.0 Gather and organize all historical material through term of duty.
- 4.0 Maintain and safeguard historical memorabilia
- 5.0 Take photographs throughout the year
- 6.0 Display historical memorabilia at the annual meeting.
- 7.0 Develop Fall Conference activity for members

### **PROCEDURES:**

- 1.0 Attend all meetings of the Board of Directors.
- 2.0 Gather and organize appropriate historical material through term of duty.
  - 2.1 Membership Roster
  - 2.2 *Indiana Abstract*
  - 2.3 Fall Conference Program/Items
  - 2.4 Any educational programs offered

- 2.5 Anything needed to accurately record ICRA history.
  - 2.5.1 Executive Committee Minutes, Annual Business Meeting Minutes, Transitional Meeting Minutes and Annual Reports will be maintained by the ICRA secretary (per 1/2012 BOD meeting).
- 3.0 Maintain and safeguard historical memorabilia
- 4.0 Take photographs throughout the year. Examples to include:
  - 4.1 Annual Fall Conference/Annual Business Meeting ideas:  
Distinguished Member, Presidential Award Precipitant, New CTRs, Elected Officers, other Board of Director Members, Members at Large, Speakers, Vendors
  - 4.2 CTR Prep and other educational offerings:  
Members at Large and Points of Interest
  - 4.3 NCRA: Scholarship Precipitant(s), Indiana basket winner, Members at Large and Points of Interest
- 5.0 Display historical memorabilia at the annual meeting, including photographs
- 6.0 Prepare an article for each issue of the *Indiana Abstract*.
- 7.0 Prepare a yearly budget that projects spending of the term of office and present at the January board meeting. Examples to include:
  - 7.1 Cost of shortage (SD cards, flash drives, etc.) and printing
  - 7.2 Cost of printing special flyers/projects
  - 7.3 Paper, Envelopes (secretary has ICRA stationary/envelopes)
  - 7.4 Albums
  - 7.5 Postage
  - 7.6 Mileage expense to board meeting (By-laws, Article XI, Section IV, H).
  - 7.7 Cost of Historian game and gift at Fall Conference
  - 7.9 Cost of upkeep of digital camera (miscellaneous camera expenses)
- 8.0 Maintain log of possession of digital camera (enter home & employer address and phone number when new Historian is installed).
- 9.0 Maintain addresses of past ICRA Presidents, program chairs, and charter members for future contact options.
- 10.0 Purchases
  - 10.1 **ALWAYS USE TAX EXEMPT NUMBER.**
  - 10.2 Keep receipts
  - 10.3 Fill out reimbursement voucher. Staple receipts to voucher and turn in to Treasurer.
  - 10.4 Stay within budget.
  - 10.5 Any purchase over \$50.00 must be submitted to the President (By-Laws, Article XI, Section IV, I).
- 11.0 If any comments or criticisms are made to you on or because of ICRA, contact the President or the Vice President, as they need to be kept abreast of the membership.
- 12.0 Submit an annual report to the President for publication in the ICRA Annual Report at the Annual Meeting. This report should include accomplishments of the Historian.
- 13.0 Before the last board meeting, review the policy and procedures, revise as necessary and request approval from the board for the revisions.
- 14.0 Use the ICRA tax ID number to avoid sales tax on purchases for ICRA.