

Indiana Cancer Registrars Association Policy and Procedure

Liaison: NATIONAL CANCER REGISTRARS ASSOCIATION

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Date of Initial Approval: 11/ 2005

Last Revision by: Nancy Whipple, CTR

Revision Dates: 02/21012

Date Last Reviewed: 02/2012

Term of Liaison: One (1) year term

Required Reports: Progress reports for each Board of Directors meeting including special projects and expense report; budget; *The Indiana Abstract* newsletter article(s); annual report to the members.

POLICIES: POLICIES:

- 1.0 To act to facilitate and enhance communication and service among the ICRA Board of Directors, the ICRA membership, and the National Cancer Registrars Association.

PROCEDURES:

- 1.0 The term of office shall be one year. Liaisons shall assume office at the conclusion of the annual business meeting in the year in which they are appointed.
- 2.0 Attend ICRA Board of Director meetings.
- 3.0 Disseminate information from the National Cancer Registrars Association (NCRA) to the membership through article(s) in *The Indiana Abstract* and/or the ICRA Web site.
- 4.0 Communicate ICRA issues to the National Cancer Registrars Association as directed by the ICRA Board of Directors or Executive Committee.
- 5.0 Provide a State Profile information form to NCRA representatives.
- 6.0 Provide ICRA News (ICRA Annual Conference dates) to appropriate NCRA representative.
- 7.0 Obtain names of new Indiana CTR's from NCRA for recognition at ICRA Annual Conference
- 8.0 Communicate with Ways & Means Committee to ensure CTR pins are on hand for the Fall Conference, Recognition Ceremony.
- 9.0 Policy & Procedures
 - 9.1 Before the last board meeting, review the policy and procedures, revise as necessary and request approval from the board for the revisions.
- 10.0 Tax Exempt Status
 - 10.1 Use ICRA tax ID number to avoid sales tax on purchases for ICRA