

Indiana Cancer Registrars Association Policy and Procedure

Liaison:	NATIONAL CANCER REGISTRARS ASSOCIATION
Written by:	Judi Reininga, CTR, Mindy Burch, CTR
Date of Initial Approval:	11/ 2005
Last Revision by:	Nancy Whipple, CTR
Revision Dates:	02/2012
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; <i>The Indiana Abstract</i> 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