**Indiana Cancer Registrars Association**

**Policy and Procedure**

**Committee:** **NOMINATION**

**Written by:** Unknown

**Date of Initial Approval:** Unknown

**Last Revision by:** Cassie Nobbe, CTR

**Revision Dates:** 7/1998, 10/2005, 10/2006, 3/2012, 10/2013 10/2017

**Last Reviewed: 10/2017**

**Appointed by:** Elected Officer, Past President

**Term of Committee:** One (1) year term

**Composition:** The Nominations Committee shall consist of the Past President, serving as the Committee Chair, and at least two members selected by the Committee Chair. A nominee for an officer position cannot hold a position on the Nomination Committee. The committee member must resign and a replacement should be assigned.

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; letter to the Treasurer announcing the new elected officers.

(See Appendix A & K)

POLICIES:

1. The committee shall solicit members to serve as officers.
2. Prepare the voting ballot and conduct the official vote of officers.
3. Responsible for notifying the candidates, President, President-elect, Secretary and Treasurer the results of the vote.

PROCEDURES:

1. Obtain the following supplies for election mailing: ICRA stationery (from Secretary) mailing labels, plain white envelopes and postage. ICRA stationery includes letterhead and envelopes.
2. Obtain an official membership list from the Membership Chair as of July 1.
3. Prepare the Call for Nominations packet which includes a cover letter, nomination form, current membership list and a summary of duties for each office. (See Appendix B)
4. Submit the Call for Nominations packet to the Website Committee Chair. The Website Committee Chair will send the Call for Nominations packet to the current membership electronically.
5. Set a deadline for returning call for nominations. Contact the Website Committee Chair to send a reminder email to the membership if needed. (See Appendix C)
6. Nominees should be contacted for permission to be included on the ballot. Suggest each nominee running for an office review the specific policy & procedures located on the ICRA Website. Nominees should seek permission from their employers for participation as a potential officer, noting the requirements of attendance at Board meetings and use of facility information systems to send/receive e-mails and telephonic communications when necessary between Board meetings. Ideally, two candidates for each office appear on the ballot. More than two can appear for each office if more many nominees agree to have their names placed on the ballot. (See Appendix D)
7. Send each nominee who agrees to be on the ballot a Candidate Profile Summary. Request each to complete a candidate profile summary and submit a recent digital photo. The candidate profile and photo will be included with the official ballot. Set a deadline for the candidates to return the information. (See Appendix E)
8. Prepare the ballot and voting instruction letter. Ballot mailing should include the ballot, voting instructions, a plain white envelope for the completed ballot, and a return envelope that must be signed for validation. Signatures are required to verify that ballots were returned by active ICRA members. (See Appendix F1 & F2)
9. Include a statement outlining the procedure for counting the ballots. Example: Per our procedure manual: Signatures are required to verify ballots were submitted by active ICRA members. The plain envelopes are separated from the signed envelopes prior to counting (this ensures a confidential vote).
10. Obtain additional (new) member names from the Membership Chairman after the membership drive closes (60 days prior to the Fall Conference) and mail ballots immediately. Student and honorary members are ineligible for voting.
11. The deadline for returning ballots should be set for at least three weeks from the date of the mailing.
12. Mail voting ballots to the membership no later that 60 days prior to the ICRA Annual Business Meeting.
13. The Nominations Committee should meet (ideally) one week after the deadline to tally the ballots. The plain envelopes are separated from the signed envelopes prior to counting to ensure a confidential vote. A tie vote for the elections or city to hold conference in is broken by casting lots. (See Appendix G)
14. Candidates who are elected to office should be asked via phone call to accept the election results. Unsuccessful candidates from the election are also notified via phone call of the results.
15. Notify the President and President Elect of the official elected officers.
16. The Board is then notified of the election results once the candidates have been made aware of the outcome.
17. Notify the membership of election results and notify the current Treasurer of the incoming officers. (See Appendix H & I) This notice will become the official notification of the incoming officers to be present to the financial institution prior to the ICRA Annual Business Meeting.
18. Prepare follow up result letters and send to each candidate. (See Appendix J1 & J2)
19. Complete an annual report and submit to the President. (See Appendix K)
20. During the Annual Business Meeting, make a motion for the ballots to be destroyed.
21. Review the Nomination Committee materials and prepare this information/material for the incoming Nomination Chairperson.
22. Policy & Procedures
	1. Review and revise the policy & procedures annually after this term. Share the P&P with the President and Website Committee Chair.
23. Tax Exempt Status
	1. Use ICRA tax ID number to avoid sales tax on purchases for ICRA.

Past President/Nomination Chairperson:

Please document the number and percentage of ballots sent and returned from the membership for nominations and voting of officers.

**ICRA Voting History**

|  |  |  |
| --- | --- | --- |
| ***Year******Chairperson*** | ***Nominations*** | ***Election Ballot*** |
| ***Distributed*** | ***Returned*** | ***Distributed*** | ***Returned*** |
| **1994****Mindy Burch** | 87 | 22 (25%) | 87 | 69 (79%) |
| **1995****Karol Poyser** | 89 | 24 (30%) | 90 | 72 (80%) |
| **1996****Joann Schultz** | 85 | 23 (37%) | 94 | 74 (79%) |
| **1997****Valerie Vesich** | 93 | 16 (17%) | 93 | 71 (75%) |
| **1998****Judi Reininga** | 86 | 15 (17%) | 86 | 64 (74%) |
| **1999****Sherry Dowling** | 95 | 19 (20%) | 96 | 70 (73%) |
| **2000****Pat O’Leary** |  |  |  |  |
| **2001****Sheila Snyder** | 95 | 23 (24%) | 97 | 72 (74%) |
| **2002****Martha Hill** | 83 | 21 (25%) | 95 | 72 (74%) |
| **2003****Lisa LaGue** | 94 | 15 (16%) | 95 | 74 (78%) |
| **2004****Sherry Dowling** | 91 | 21 (23%) | 98 | 58 (59%) |
| **2005****Paul Rice** | 110 | 19 (17%) | 111 | 67 (60%) |
| **2006****Mindy Burch** | 92 | 12 (13%) | 102 | 74 (73%) |
| **2007****Marsha Sherrell** | 102 | 15 (14%) | 102 |  |
| **2008****Pat Hettick** | 101 | 19 (18%) | 101 | 53 (52%) |
| **2009****Betty Jeffers** | 94 | 15 (16%) | 95 | 60 / 3 invalid (60%) |
| **2010****Pat O’Leary** | 94 | 7 (7%) | 94 | 45 / 1 invalid (47%) |

|  |  |  |
| --- | --- | --- |
| ***Year******Chairperson*** | ***Nominations*** | ***Election Ballot*** |
| ***Distributed*** | ***Returned*** | ***Distributed*** | ***Returned*** |
| **2011****Camille Foley** | 91 | 10 (11%) | 91 | 56 (62%) |
| **2012****Jan Duncan** |  |  | 93 | 51 (55%) |
| **2013****Sherry Dowling** | 76 | 8 (11%) | 83 | 59-1 invalid (71%) |
| **2014****Joan Schultz** | 89 |  | 88 | 57- 2 invalid |
| **2015****Jan Duncan** | 82 |  | 81 | 36 |
| **2016****Nancy Whipple** | 98 |  | 98 | 52(53%) |
| **2017****Cassie Nobbe** | - | 7 | 97 | 53(55%) |

Suggested Time Table for the ICRA Nomination Committee:

|  |  |
| --- | --- |
| January | Prepare Nomination report for Board of Directors meeting. (See Appendix A) |
| February | Write an article for the ICRA Newsletter and submit to the Public Relations Chair. |
| May | Obtain ICRA stationery and other supplies, including mailing labels and postage, for two mailings to the membership. ICRA stationery includes envelopes marked “Ballot,” letterhead and letterhead envelopes. Plain white envelopes are also needed. Contact ICRA Secretary prior to Board meeting and request any additional stationery be brought to the BOD meeting.  |
| Prepare Nomination report for Board of Directors meeting. |
| June | Prepare the Call for Nominations Packet. (See Appendix B & C)  |
| July | Obtain an official membership list from the Membership Chair as of July 1. |
| Send Call for Nominations Packet to the Website Committee Chair for electronic distribution to membership. |
| August | First of the month the nominees should be contacted for permission to be included on the ballot. Suggest each nominee running for an office review the specific policy & procedures located on the ICRA Web site. Nominees should seek permission from their employers for participation as a potential officer, noting the requirements of attendance at Board meetings and use of facility information systems to send/receive e-mails and telephonic communications when necessary between Board meetings. Ideally, two candidates for each office appear on the ballot. More than two can appear for each office if that many nominees agree to have their names placed in nomination. (See Appendix D) Send Candidate Profile Summary and request digital photo to all nominees on the ballot.  |
| Prepare the ballot and voting instruction letter. Ballot mailing should include the ballot, voting instructions, a plain white envelope for the completed ballot, and a return envelope that must be signed for validation. Signatures are required to verify that ballots were returned by active ICRA members. (See Appendix F1 & F2) |
| Obtain additional (new) member names from the Membership Chairman after the membership drive closes (60 days prior to the Fall Conference) and mail ballots immediately. Student and Honorable members are ineligible for voting. |
| Mail voting ballots to the membership no later that 60 days prior to the ICRA Annual Business Meeting. |
| Write an article for the ICRA Newsletter and submit to the Public Relations Chair. |
| September and October | Meet with Nominations Committee Members and tally vote. (See Appendix G) |
| Contact all candidates with election results. |
| Notify the current President and President Elect of the official elected officers. |
| The Board (via the President) is then notified of the election results once the candidates have been made aware of the outcome.  |
| Notify the membership of election results and notify the current Treasurer of the incoming officers. In the policy & procedures see Appendix A: Letter sent to Treasurer to notify incoming officers. This notice will become the official notification of the incoming officers to be present to the financial institution prior to the ICRA Annual Business Meeting. (See Appendix H & I) |
| Prepare thank you - follow up result letters and mail to each candidate.(See Appendix J1 & J2) |
| Prepare Nomination report for Board of Directors meeting. |
| Update the Nomination policy & procedures to reflect current practice. Send the revised P&P electronic file to the President and the Webmaster.  |
| Write Annual Report of the Nomination Committee activity and submit to the President. (See Appendix K) |
| Review the Nomination Committee materials and prepare this information/material for the incoming Nomination Chairperson. Review the policy & procedures one last time for any additions or alterations. |
| November | During the Annual Business Meeting report to the membership the activity of the Nomination Committee and make a Motion for the ballots to be destroyed.  |
|  |

**Appendix A: Example of a Board Report Including Budget Information**

 Indiana Cancer Registrars Association

 Status Report of Action Items from Policies and Procedures

 and Presidential Charges

Period Covered: 11/12/05 to 1/20/06

Position: Immediate Past President/Nomination Committee

Name: Mindy Burch, CTR

Nomination Comm. Members: None at this time

|  |  |  |  |
| --- | --- | --- | --- |
|  | Ongoing Responsibilities | Comments | 2005/2006Budget |
| Immediate Past President |
| 1. | The past president shall serve as an advisor to the president. | Available, no request for advice. | $0.00 |
| 2. | Serve as chair of the nomination committee. | Ongoing | $0.00 |
| Nomination Committee Chair |
| 1. | The committee shall solicit members to serve as officers. | No activity at this time | $0.00 |
| 2. | Prepare the voting ballot and conduct the official vote of officers.  | No activity at this time | $300.00Postage/Stationery, Mileage/Luncheon to Count Ballots |
| 3. | Responsible for notifying the candidates, President, President-elect, and Treasurer the results of the vote.  | No activity at this time | $0.00 |
|  Total Anticipated 2005/2006 Budget: |  $300.00 |
| Request for Board Action: | None |

Appendix B: Send to the Website Committee Chair at icra\_indiana@yahoo.com for electronic distribution.



Dear ICRA Member-

Please review the attached information regarding this year's call for nominations for the office of President-Elect, Vice President, Secretary and Treasurer. A list of the current membership is attached for your reference.  Please take the time to nominate a fellow member or yourself for a position.

All nomination forms need to be sent to me by **August 15** via e-mail or mail.

Margaret Mary Health Outpatient & Cancer Center

ATTN: Cassie Nobbe

24 Six Pine Ranch Road

Batesville, IN 47006

**Cassandra.Nobbe@mmhealth.org****or****icra\_indiana@yahoo.com**

Once the nominations are received, nominees will be contacted for permission to include his or her name on the 2018 ballot.

Cassie Nobbe, CTR

ICRA Past President/Nominations Chair

 ***Call for Nominations***

**2017 – 2018**

***President Elect***– The President Elect shall succeed to the office of President after the term of office. The President Elect shall appoint the standing committee chairpersons for the term of office. Election to this office is a three-year commitment to serve on the Board of Directors. The President Elect determines a meeting site for the annual fall conference in the city selected by the membership. After service as President the member shall serve as Past President/Nomination Chairperson.

**I nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the office of President Elect.**

***Vice President* –** The Vice President shall assume the duties of the President in their absence and act as the official state NCRA and COC Liaison. The Vice President consults with the Program Chairperson regarding the annual fall conference.

**I nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the office of Vice President.**

***Secretary* –** The Secretary shall be responsible for keeping a record of all proceedings and general correspondence as directed by the President of ICRA.

**I nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the office of Secretary.**

***Treasurer* –** The Treasurer shall be responsible for the receipt and disbursement of all funds of ICRA. A quarterly financial report shall be prepared for each Board of Director’s meeting. Quarterly reports will be published in *The Indiana Abstract* and/or the ICRA Web site as well as the ICRA Annual Report.

**I nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the office of Treasurer.**

***2019 Fall Conference* –** The annual business meeting of ICRA shall be held in conjunction with the annual fall conference. Members determine the city the annual conference and business meeting shall be held.

**I suggest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as the annual meeting site.**

**Please return the Call for Nomination form to via mail or e-mail:**

Margaret Mary Health Outpatient & Cancer Center

ATTN: Cassie Nobbe

24 Six Pine Ranch Road

Batesville, IN 47006

**Cassandra.Nobbe@mmhealth.org** **or** **icra\_indiana@yahoo.com**

ICRA MEMBERSHIP 2006-2007

June 23, 2006

1. Millicent Ahmed, CTR
2. Jill Aemmer, CTR
3. Constance M. Barker
4. Stephanie Barnett, LPN, CTR
5. Shelley Boltinghouse, RHIA, CTR
6. Jill Branning, RHIT, CTR
7. Amy Brazzell
8. Marian Brown, CTR
9. Lisa Bueter, RHIA, CCS, CTR
10. Diane Bulla, RHIT, CTR
11. Mindy Burch, CTR
12. Anita Butz, CTR
13. Vicky Carter
14. Sandra Chapman
15. Charla Dark, CTR
16. Sherry Dowling, CTR
17. Peggy Downs
18. Jan Duncan, RHIT, CTR
19. Bonnie Durham, LPN, CTR
20. Judith Eagleson, AS
21. Jean Edwards, RHIT, CTR
22. Patty Farran, RN, CTR
23. Leonora Feden, RHIT, CTR
24. Deborah Fitzenberger, RN
25. Camille Foley, RHIT, CTR
26. Marsha Franks, BSW
27. April Fritz, RHIT, CTR\*\*
28. Sarah Ginn
29. Martha Graves, RHIA, CTR
30. Jacqueline Harber, RHIA, CTR
31. Catherine Herrmann, RHIT, CTR
32. Patricia Hettick, CTR, President Elect
33. Martha Hill, CTR
34. Michelle Hill, RN, CTR
35. Tammy J. Horvath, LPN, CTR
36. Carol Houston, RHIA
37. Nancy Hunt, CTR
38. Ellen Hurd, LPN, CTR
39. Betty Jeffers, RHIT, CTR
40. Claudia Jenkins
41. Jackie Kintz, RHIT, CTR
42. Susan Kirby, RN, OCN
43. Judith Kirkland, CTR
44. Patricia Kreighbaum, CTR
45. Deborah Krupinski, RHIT, CTR
46. Lisa LaGue, RHIA, CTR
47. Joyce Larko, RHIT
48. Carol Lesch
49. Judy A. Libera
50. Karen Magsig, BA
51. Wendy A. Manchester
52. Pam McCleave, CTR
53. Lisa Misch, RHIT, CTR
54. Beth E. Michel
55. Lori Nobbe\*
56. Patti A.Olesen
57. Deborah Oliver, CTR
58. Vanessa Perkins, BS
59. Valerie Phillippe, LPN, CTR
60. Phyllis Polarek, RHIA
61. Donna Polk, BS
62. Karol Poyser, CTR
63. Judi Reininga, CTR
64. Paul Rice, RHIT, CTR
65. Catherine Rogers, CTR\*
66. Beth Rohlfing, RHIA
67. Cynthia Schnebelt, RHIT
68. Rosemarie Schubert, RHIT, CTR
69. Joann Schultz, RHIT, CTR
70. Debra Seibert
71. Marsha Sherrell
72. Linda Smith, CTR\*
73. Margaret Smith
74. Karen Snitchler, RHIT, CTR
75. Sheila Snyder, CTR
76. Valerie Spadt, CTR
77. Kolleen Spencer, CTR
78. Janet Stengel, RHIA, CTR
79. Cindy Strickland, CTR
80. Linda Swank, RN
81. Rosemarie Taylor, RHIT, CTR
82. William Taylor, CTR
83. Linda Teague, RHIA
84. Lolita Thompson, CTR
85. Tammy Utterback
86. Dana Verkamp, RHIT, CTR
87. Shawna Verkamp, BS
88. Lorrie Walker, CTR
89. Cheryl Wannemacher, RHIT
90. Nancy Whipple, CTR
91. Joyce Wynn, CTR
92. Kara E. Zeinner

\*Associate Member

\*\* Honorary Member

**Appendix C-Send to Website Committee Chair at** **icra\_indiana@yahoo.com** **for distribution to ICRA’s Membership electronically.**

Dear ICRA Member-

Please review the attached information regarding this year's call for nominations for the office of President-Elect, Vice President, Secretary and Treasurer. A list of the current membership is attached for your reference.  Please take the time to nominate a fellow member or yourself for a position.

All nomination forms need to be sent to me by **August 15** via e-mail or mail.

Margaret Mary Health Outpatient & Cancer Center

ATTN: Cassie Nobbe

24 Six Pine Ranch Road

Batesville, IN 47006

Cassandra.Nobbe@mmhealth.org or icra\_indiana@yahoo.com

Once the nominations are received, nominees will be contacted for permission to include his or her name on the 2018 ballot.

Cassie Nobbe, CTR

ICRA Past President/Nominations Chair

Appendix D-Nomination Outcome Worksheet)

|  |
| --- |
| ICRA 2006 Nomination Worksheet |
| Meeting Site |  |  |  |  |  |  |
| Nomination |  |  |  |  |  |  |
| Brown Co | 1 |  |  |  |  |  |
| Indianapolis | 10 |  |  |  |  |  |
| Michigan City | 1 |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Nomination | President | VP | Secretary | Treasurer | Phone Number | Ballot |
| Cindy Strickland |   | 1 |   |   | 812-283-2552 |   |
| Lolita Thompson | 1 | 2 |   |   | 554-0000 |   |
| Lorrie Walker |   |   |   | 1 | 765-662-4766 |   |
| Tammy Horvath |   |   |   | 1 | 272-6082 |   |
| Joyce Wynn | 1 |   |   |   | 812-265-0541 |   |
| TOTAL | 12 | 12 | 12 | 12 |   |  |

(Appendix E-Request for Candidate Profile and Picture File Sent to Candidates via Email)



Dear ICRA Candidate:

Thank you for agreeing to run for an office during the ICRA 2006/2007 election of officers. I would truly appreciate if you would completion of the Candidate Profile Summary below and email to me the completed profile and a JPG headshot picture within a week.

If you have any questions or concerns please feel free to contact me at 317.833.1268 or mlbccc@aol.com

Sincerely,

~Mindy Burch

Candidate Profile Summary:

Name:

Credentials:

Current Occupation:

Other Job Experience:

Education:

ICRA History:

Other Professional History:

Goals as an ICRA Board Member:

**Appendix F1: Voting Ballots: Send via US Postal Service**



Dear ICRA Member,

All voting-eligible ICRA members may vote in ICRA’s 2017 Election. Please find the official ballot to elect the 2017-2018 Officers and the site of the 2019 Annual Fall Conference. Please show your continued support for ICRA by voting for the candidate and city of your choice.

A brief profile of each candidate is included for your review. Use only the official ballot enclosed to make your vote. Place your completed ballot in the small plain white envelope provided. Place the small plain white envelope in the postage paid return envelope addressed to me. **You must sign your name where indicated on the return envelope to validate your vote.** Return envelopes without a signature will be rejected prior to counting the vote. To ensure voting confidentiality, the small plain white envelope will be separated from the signed envelopes prior to the election tally. Please return your ballot by **October 13, 2017.** Ballots postmarked after October 13, 2017, are invalid and will not be counted.

If you have questions or concerns, please feel free to contact me at Cassandra.Nobbe@mmhealth.org or 812-932-4673 extension 3120.

Thank you for your participation in the 2017 elections.

Sincerely,

Cassie Nobbe, CTR

Nomination Committee Chair

Example of Completed Candidate Profile Sent With Ballot

**INDIANA CANCER REGISTRARS ASSOCIATION**

**President Elect Candidate Profiles**



**Betty R. Jeffers, RHIT, CTR**

**Current Occupation:** Cancer Registry Abstractor, Hux Cancer Registry, Union Hospital, Terre Haute IN

**Other Job Experience:** Cancer Registrar, Terre Haute Regional Hospital Coder, Union Hospital, Terre Haute Retail Sales.

**Education:** CTR Certification, September 2005; RHIT Certification, January 1990; Associate Degree in Medical Records, Vincennes University in 1989 (That was before it became Health Information Management).

**ICRA History:** Member since 1989; Public Relations Co-chair 1999 & 2000; Nomination Committee 2000; Public Relations Committee, 2003; Education Committee 2006.

**Other Professional History:** Member of AHIMA since 1987. Member of Vigo County American Cancer Society Leadership Council since 1990; Secretary of Vigo County ACS for many years during that time; Chairperson ACS Daffodil Days, Relay for Life Committee (Luminaria and in 2006 Technical Volunteer for Vigo County Web site); Previous Vigo County ACS Volunteer of Year; Camp Bluebird Volunteer.

**Goals as an ICRA Board Member:** My goal as President Elect is to serve ICRA to the best of my ability. I will take this coming year to learn all that I can from President Pat and Past President Marsha. During the year of President, I will strive to provide education to ICRA and educate others in Health Information about ICRA and the importance and value of the Cancer Registrar. Then as Past President, I will support and help the President with her goals for that year. ICRA is a WONDERFUL organization and I am proud to be a member!

**Ellen Hurd, LPN, CTR**

**Current Occupation**: Registry Product Specialist for IMPAC Medical Systems, INC

**Other Job Experience:** Worked in Community Hospital’s Cancer Registry from 1995-2001. Also worked for St Francis Hospital Cancer Registry Program From 2001-2003. 2003 to current have held position with IMPAC Medical Systems as client support representative and Registry support.

**Education:** Trained on site for Cancer registry position within the Registry of Community Hospital. I have attended several various educational workshops, including Principles of Oncology with April Fritz in Maryland. I sat for the CTR exam in September 2001 and passed successfully on my first attempt even though it was immediately after the September 11th tragedy. I maintain my CTR credentials as well as my LPN Licenser.

**ICRA History:** I have been an active member since 1995, when I attended my first ICRA conference. I also was the membership chairperson in 2001-2002.

**Other Professional History:** In my current position I assist registries in Indiana, Ohio, and Michigan with Registry and software support. I have attended NCRA a few times now and I am a current member of NCRA. I am also a member of the Michigan and Ohio state organizations. I have also attended several other state conferences including: West Virginia, Michigan, and Ohio.

**Goals as an ICRA Board Member:** To uphold the ICRA association and its members to a higher level of education and take my responsibilities seriously for the well being of our association. I intend on getting people more involved and enthusiastic about our association because without it we may as well be called data entry individuals. I have learned a lot over the last several years and it wasn’t until I got involved that I bloomed. Everyone should have the chance to blossom and know that their job is one of the most important jobs you could ever have. We all know how it affects so many lives and that we can make a difference for those living with the diagnosis of cancer.

Indiana Cancer Registrars Association

**2017/20018 Indiana cancer registrar Association Officer Election Ballot**

To validate your ballot, follow the instructions below:

.

1. Choose only one candidate for each office.
2. Choose only one site for the 2019 Fall Conference.
3. Place your completed ballot in the plain white envelope provided. Seal the envelope.
4. Place the sealed plain white envelope in the postage paid return envelope. This envelope is addressed to the Nominations Committee Chair: Cassie Nobbe.
5. Print and Sign your name where indicated on the return envelope. The return envelope must be signed for the ballot to be valid. Return envelopes without a signature will be rejected prior to counting the vote. To ensure confidentiality the plain white envelopes are separated from the signed envelopes when opened by the Nomination Committee prior to counting the votes.
6. Return the ballot by October 11, 2017. Ballots postmarked after October 11, 2017, are invalid and will not be counted.

PRESIDENT ELECT

\_\_\_\_\_ Joann Schutz, RHIT, CTR

\_\_\_\_\_

VICE PRESIDENT

\_\_\_\_\_ Martha Hill, CTR

\_\_\_\_\_ Cassie Nobbe, CTR

SECRETARY

\_\_\_\_\_ Samantha Kunz, CTR

\_\_\_\_\_

TREASURER

\_\_\_\_\_ Leslie Woodard, CHCM, CTR

\_\_\_\_\_ Emily Freeman, CTR

SITE FOR THE ICRA 2019 FALL CONFERENCE

\_\_\_\_\_ Fort Wayne

\_\_\_\_\_ Indianapolis

**Appendix F: Send to Website Committee Chair at** **icra\_indiana@yahoo.com** **for electronic distribution to the membership.**

Dear ICRA Member,

All voting-eligible ICRA members were sent their election packets via the US Postal Service on ????. Your packet should include the 2017-2018 Election Ballot, candidate profile summaries, a plain white envelope, and an envelope to return the completed ballot. The return envelope will be addressed to my attention with postage included. Please remember to see the back of the envelope to validate your ballot.

Please complete and return your ballot by 2017 ??. Ballots postmarked after ??? 2017 or are considered invalid and will not be counted. If you fail to sign the return envelope your ballot will be considered invalid.

If you find you have questions or concerns regarding the election, please feel free to contact me via ICRA’s e-mail address (icra\_indiana@yahoo.com) or at Cassandra.Nobbe@mmhealth.org.

Thank you,

Cassie Nobbe, CTR

Past President, Nomination Chair

**Appendix G: Ballot Tally Worksheet**

Indiana Cancer Registrars Association

2006/2007 Officer Election

Ballots Mailed August 14, 2006: Ballots Returned September 18, 2006:

|  |  |  |
| --- | --- | --- |
|  | First Count | Second Count |
| PRESIDENT ELECT |
|  |  |  |
|  |  |  |
| VICE PRESIDENT |
|  |  |  |
|  |  |  |
| SECRETARY |
|  |  |  |
|  |  |  |
| TREASURER |
|  |  |  |
|  |  |  |
| SITE FOR THE FALL CONFERENCE |
|  |  |  |
|  |  |  |
|  |  |  |

**Appendix H: Membership Notice of Election Results**

**Send to the Website Committee chair at** **icra\_indiana@yahoo.com** **for electronic distribution to the membership**.

Dear ICRA Member,

The Nomination Committee has tallied the 2017-2018 election results. Thank you to those who volunteered to place their name on the ballot. Please review the attachment for the official election results.

Sincerely,

Cassie Nobbe, CTR

Past President, Nomination Chair

**Appendix I: Official Notification of Election**

**Send to Website Committee Chair along with Notice to Membership of Election Results. Send to President for inclusion in the Annual Report.**



Announcement of Election Process & Outcome of 2017-2018 Officers

October 2, 2017

Number of paid members for association year 2017:

Number of members eligible to vote:

Call for Nominations:

Deadline for receipt of Nominations:

Date ballots mailed:

Ballots returned:

Invalid ballots:

Valid ballots:

Indiana Cancer Registrars Association 2017-2018 Officers

To be Installed November 9, 2017

President:

President-elect:

Vice President:

Secretary:

Treasurer:

Location for the 2019 Annual ICRA Fall Conference:

Respectfully submitted,

Cassie Nobbe, CTR

Past President, Nominations Committee Chair

**Appendix J1: Thank You for Participating – Won the Election Example**

**Send electronically to all elected candidates.**



October 4, 2006

Dear Betty:

On behalf of the Indiana Cancer Registrars Association and as Chairperson of the Nomination Committee, I would like to extend our appreciation for allowing your name to be placed on the 2017-2018 election ballot. The election of officers for the coming year has been completed.

**Congratulations!!** We are pleased to inform you that you have been elected by our colleagues to serve in the office of INSERT OFFICER. INSERT INCOMING PRESIDENT’S NAME, the current President-Elect, will be contacting you in the next few weeks regarding the Transitional Board meeting and the Installation of Officers, both to be held during the annual Fall Conference.

Thank you again for participating in one of the associations’ most important annual endeavors.

Warmest regards,

Cassie Nobbe, CTR

**Appendix J2: Thank You for Participating – Lost the Election Example**

**Send electronically to all non-elected candidates.**



October 4, 2006

Dear Ellen:

On behalf of the Indiana Cancer Registrars Association and as Chairperson of the Nomination Committee, I would like to extend our appreciation for allowing your name to be placed on the 2017-2018 election ballot. The election of officers for the coming year has been completed.

We regret to inform you that you were not elected to the office of INSERT OFFICE. Thank you for your participation in the election and willingness to volunteer your time to the association.

Warmest regards,

Cassie Nobbe, CTR

**Appendix K: Annual Report Example**

**Send to the President electronically.**

INDIANA CANCER REGISTRARS ASSOCIATION

2017 ANNUAL REPORT

Position/Committee Title: Past President & Nominations Committee

Officer/Committee Chair:

Committee Members:

Purpose of Position/Committee: Serve as advisor to the President and Board as needed. Coordinate the officer nomination and election process.

Goals and Accomplishments:

Recommendations for Next Year:

Respectfully submitted by:

Cassie Nobbe, CTR