**Indiana Cancer Registrars Association**

**Policy and Procedure**

**Office: PRESIDENT-ELECT**

**Date of Initial Approval:** Unknown

**Last Revision by:** Laura Ruppert, MHA

**Revision Dates:** 1/2000, 12/2002, 9/2004, 9/2005, 11/2011

**Last Review Date:** 09/22/2017

**Serve on Committee:** Chairperson of the Audit Committee and serve on

the Executive Committee

**Term of Office:** One (1) year term that shall succeed to the office of President at the conclusion of her/her term of office.

**Required Reports:** Progress reports for each Board of Directors meeting including project and expense report; budget; article(s) for the ICRA Newsletter; final President-Elect and Audit committee report to be included in the Annual Report to the membership.

**POLICIES:**

The President-Elect should:

1. Serve on the Board of Directors to assist the President in preparation for the Presidency.
2. Serve as the Chairperson to the Audit Committee.
3. Report to the President, Executive Committee, Board of Directors and membership the results of the Treasury Audit.
4. Represent ICRA at the National Cancer Registrars Association annual conference, if so appointed to do so by the Board of Directors.
5. Select individual(s) to perform the invocation and installation of incoming officers and Board of Directors at the annual ICRA Conference.
6. Maintain monthly contact, at a minimum, with the ICRA President, regarding ICRA business.
7. Appoint the program chairperson(s) for the next year early in term to secure the location for the Fall Conference or personally secure location for conference.
8. Appoint the standing committee chairpersons for his/her term of office prior to assuming the office of President.
9. Notify the elected officers, standing committee chairpersons, special committee chairpersons, task force chairpersons and special appointments of the Transitional/Orientation meeting held during the ICRA Annual Fall Conference.
10. Develop an orientation for the next elected officers, standing committee chairpersons, special committee chairpersons, task force chairpersons and special appointments.
11. Prepare a calendar of events for the next year when serving as President with important dates and include with the orientation packet.
12. Assign charges for elected officers, standing committee chairpersons, special committee chairpersons, task force chairpersons and special appointments that will be shared during the Transitional/Orientation meeting.

**PROCEDURES:**

1. Report to the President, Executive committee, Board of Directors and membership the results of the Treasury Audit.
   1. Follow the policy and procedures for the Audit Committee.
   2. Bring to the attention of the Executive committee and discrepancies found during the audit.
2. During the first Board of Directors meeting request that the President-elect attend and represent ICRA at the National Cancer Registrars Association annual conference.
   1. Request permission during the first Board meeting to represent ICRA and attend the NCRA conference.
   2. Process appropriate registration forms.
   3. If appropriate, bring ICRA activity information to the NCRA conference and share with attendees.
   4. Submit an article to the ICRA Newsletter.
3. If appropriate, and with the permission of the Executive committee and the Board of Directors, prepare an Indiana State Basket for donation at the NCRA annual conference.
   1. During the first Board meeting:
      * 1. Request a budget for the State Basket activity.
        2. Decide on a theme for the State Basket.
        3. Request State Basket donations from the Board of Directors.
4. Select individual(s) to perform the invocation and installation of incoming officers and Board of Directors at the annual ICRA Conference.
   1. Provide a copy of the recommended script for installation of officers to the individual selected to perform the installation.
   2. Consult with the current program chairperson on seating arrangements for the installation ceremony.
5. Early in term of President-elect appoint the program chairperson(s) for the next year to secure the location for the Fall conference or personally secure location for conference.
   1. Appoint the Program Chairperson(s) for the next year Fall Conference.
   2. Review previous conference locations and request proposals from at least two conference locations.
   3. Visit each proposed program site location with the program chairperson.
   4. Consult with President and Executive committee on contract negotiations.
   5. With the permission of the President sign a contract for the next ICRA Fall Conference location site.
   6. Share with the secretary a copy of the signed contract and retain a copy in the President-elect Policy Procedure manual.
6. Communication:
   1. Communicate with the President and Vice President on a regular basis, keeping informed of all activities of the Association and sharing the activity of the President-elect.
   2. Prepare a written report prior to each Executive and Board of Directors meeting.
   3. When appropriate submit articles to the ICRA Newsletter.
   4. Complete an Annual Report to be included in the final Annual Report to the members distributed at the ICRA Fall Conference.
   5. Reply to all correspondence.
7. President-elect Annual Budget:
   1. During the first Board of Directors meeting, submit to the President for review and approval the anticipated budget for the position of President- elect.
      * 1. Review the past President-elect’s budgets in the P&P manual.
        2. Analyze the upcoming projects, activity, and travel for the position.
8. ICRA Fall Conference:
   1. Be prepared to assist the Program Chairperson in any way possible during the annual ICRA Fall Conference.
   2. Two to three months prior to the ICRA Fall conference order the President’s plaque presented to the outgoing President during the installation of incoming Officers.
   3. Consult with the President and make arrangements for the Transitional/Orientation meeting.
   4. Consult with the Program Chair regarding the Installation of Officer Ceremony.
9. Notify the elected officers, standing committee chairpersons, special committee chairpersons, task force chairpersons and special appointments of the Transitional/Orientation meeting held during the ICRA Annual Fall Conference.
   1. Prepare and distribute a letter of invitation to attend the Transitional/Orientation meeting for the outgoing and incoming officers, standing committee chairpersons, special committee chairpersons, task force chairpersons and special appointments.
   2. During the Transitional meeting, share with the new Board of Directors the orientation packet.
10. Develop an orientation for the next years elected officers, standing committee chairpersons, special committee chairpersons, task force chairpersons and special appointments.
    1. Consult with the program chairperson to arrange the best time for the orientation meeting.
    2. Consult with President on the agenda and activity for the Transitional/Orientation meeting.
    3. When the elections results are available, and with the assistance of the secretary, make appropriate changes to the Board of Director roster and add all standing committees and special appointments.
    4. Each officer, standing and special committee will exchange the ICRA manuals during the Transitional/Orientation meeting. Make sure that the appropriate manuals are delivered to the positions not in attendance at the Transitional/Orientation meeting.
    5. Prepare an Orientation packet to include, but not limited to:
       * 1. Current Board of Director roster.
         2. ICRA stationary/envelopes & ICRA JBG logo on disk.
         3. Request for reimbursement form.
         4. ICRA facsimile transmission form.
         5. Budget form.
         6. Tax Exempt ID# and information.
         7. Policy and Procedure Manual on disk.
         8. List of members that noted on membership application they would like to be involved with the administration of ICRA.
         9. Calendar of upcoming events including Board of Directors meeting dates.
         10. Copy of Power Point presentation with handout.

(if applicable)

* + - 1. Presidential charges specific to the officer, standing committee special committee and task force.

1. Prepare a calendar of events for the next year when serving as President with important dates and include with the orientation packet.
   1. Create a calendar with special date to include, but not limited to:
      1. Board of Director meeting dates and location if known.
      2. Dates when agenda items form the Board of Director are due to the secretary.
      3. ICRA Fall Conference.
      4. NCRA National Conference.
2. Assign charges for elected officers, standing committee chairpersons, special committee chairpersons, task force chairpersons and special appointments.
   1. Consult with the President on unfinished ICRA activities/business.
   2. Create a list of specific charges per ICRA position and distribute during the Transitional/Orientation meeting.
3. In past years it has been the responsibility of the President-elect to order the plaque for the outgoing President that will be presented at the conclusion of the Installation ceremony. Example:

**PRESENTED TO**

**PAUL RICE, RHIT, CTR**

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**IN APPRECIATION**

**FOR SERVICE AS PRESIDENT**

**OF THE**

**INDIANA CANCER REGISTRARS ASSOCIATION**

**2003-2004**

1. In past years it has been the responsibility of the President-elect to coordinate the collection of donations from the current Board of Directors to purchase a gift for the outgoing President. This gift is then presented to the outgoing President during the Transition and Orientation meeting.
2. Policy and Procedures
   1. Before the last board meeting, review the policy and procedures, revise as necessary and request approval from the board for the revisions.
3. Tax Exempt Status
   1. Use ICRA tax ID number to avoid sales tax on purchases for ICRA.