**Indiana Cancer Registrars Association**

**Policy and Procedure**

**Office: SECRETARY**

**Written by:** Unknown

**Date of Initial Approval:** Unknown

**Last Revision by:** Martha Hill

**Revision Dates:** 09/2005, 11/1997, 09/2008, 10/2017

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

**Required Reports:** Three or more reports to theBoard, *The Indiana Abstract*, and the Annual Report to the membership.

**POLICIES:**

1. The Secretary shall be responsible for keeping a record of all proceedings and general correspondence as directed by the President of ICRA. The Secretary shall keep on file all Board of Directors policies and procedures and documents of the Association.

**PROCEDURES:**

# Term of Office:

A. The term of office begins at the end of the Annual Business Meeting and runs through the following Annual Business Meeting.

1. Responsibilities:
2. Attend and record minutes at all Board of Director’s Meetings
3. Distribute a copy of minutes to all board members

2. Create highlights, request and/or reminders during the meeting to be emailed afterwards to all BOD Members - to be done by the President and/or Secretary.

3. Keep a copy of all reports and minutes in the Secretary manual.

1. Contact all board members ten (10) days before meeting notices are distributed to obtain meeting agenda items, map (location of meeting), and any other pertinent materials which need to be included with the meeting notice. Review the draft agenda with the president for final approval prior to sending to the board.
2. Send meeting notices and agenda to all board members two (2) weeks prior to the meeting. This can be done through email, if applicable.
3. Record minutes at the Annual Business Meeting.

1. Submit a copy of the Annual Business Meeting minutes to the President for publication in the Annual Report.

1. Use ICRA tax ID number to avoid sales tax on purchases for ICRA.
2. Complete and mail reimbursement voucher and receipts to ICRA Treasurer for reimbursement of expenses.
3. Keep an inventory of ICRA letterhead, envelopes, and note cards on hand for distribution to board members as needed.
4. Organize and distribute a listing of all board member names, including office and home phone numbers, FAX numbers, and e-mail addresses and update as necessary – This information can now be taken from ICRA Website under the Membership Directory.
5. Prepare notices or articles as necessary for the *Indiana Abstract* to keep the membership updated on changes, rules, or actions of the board.
6. Prepare a yearly budget for the office of Secretary.
7. Prepare a report of accomplishments and duties for the ICRA Annual Report.
8. Maintain a copy of the policies and procedures for all officers, committee chairpersons, historian, and liaisons.
9. Review and revise the policy & procedures of the Secretary annually at the conclusion of this term.