**Indiana Cancer Registrars Association**

**Policy and Procedure**

**Office: VICE PRESIDENT**

**Written by:** Unknown

**Date of Initial Approval:** Unknown

**Last Revision by:** Kolleen Spencer, CTR

**Revision Dates:** 10/1998,10/2001, 11/2005, 10/2008, 02/2012

**Last Review Date:** 10/1017

**Serve on Committee:** Executive Committee and

Program Committee

**Serve as Liaison:** Commission on Cancer Liaison, CoC and

National Cancer Registrars’ Association Liaison, NCRA

**Term of Office:** 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:**

1. The Vice President shall assume the duties of the president in his/her absence.
2. Act as Liaison to the Commission on Cancer, CoC.
3. Act as Liaison to the National Cancer Registrars Association, NCRA.
4. Consult with the program chair regarding the annual conference.

**PROCEDURES:**

1. Term of Office
   1. The term of office begins at the end of the Annual Business meeting and through the following Annual Business meeting.
2. Responsibilities:
   1. Attend Board of Director meetings
   2. Serve on the Executive Committee
   3. Submit article(s) to each of *The Indiana Abstract* newsletters
   4. Consult with the Program Chairperson regarding the ICRA Annual Conference.
   5. Review polices & procedures and perform the duties of the CoC liaison.
   6. Review polices & procedures and perform the duties of the NCRA liaison.
   7. Perform other duties as assigned by the president and Board of Directors.
   8. Review and revise the policy & procedures annually at the conclusion of this term.
   9. Tax Exempt Status -- Use ICRA tax ID number to avoid sales tax on purchases for ICRA.