**Indiana Cancer Registrars Association**

**Policy and Procedure**

**Committee: WAYS & MEANS**

**Written by:** Joann Schultz, RHIT, CTR

**Date of Initial Approval:** 10/1995

**Last Revision by:** Joann Schultz, RHIT, CTR

**Revision Dates:** 11/2003, 11/2005, 10/2006, 3/2012, 4/2013

**Date Last Reviewed:** 3/15/2012, 10/30/2013, 10/2017

**Term of Committee Chair:** 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 Chairman shall coordinate all aspects of Fund Raising.

**PROCEDURES:**

1. Term of Chairman
	1. The term of office begins at the end of the Annual Business meeting and through the following Annual Business meeting.
2. Assist the president and Board.
3. Complete any special projects assigned by the president.
4. Attend all Board of Director meetings and complete a summary of position activities.
5. Complete a budget and present for approval to the president during the first board meeting.
6. Complete the Ways & Means Committee procedures in a timely manner.
7. Submit articles to *The Indiana Abstract* newsletter
8. Prepare a report of activities for inclusion in the annual report to the membership.
9. Before the last board meeting, review the policy and procedures, revise as necessary, request approval from the board for the revisions and submit final copy to the Secretary."
10. Tax Exempt Status -- Use ICRA tax ID number to avoid sales tax on purchases for ICRA.

**Time Table for the ICRA Ways & Means Committee:**

|  |  |
| --- | --- |
| **January** | Prepare Committee report for Board of Directors meeting. |
| **February** | Write an article for the ICRA Newsletter and submit to the PR Chair. |
| **May** | Prepare Committee report for Board of Directors meeting. Bring selection process for Fall Conference Gift. |
| **July** | Obtain quotes for Fall Conference gift.  |
| **August** | Write an article for the ICRA Newsletter and submit to the PR Chair. Order Fall Conference Gift. |
| **September**  | Prepare Committee report for Board of Directors meeting. Begin arranging Dining to Donate in conjunction with the Fall Conference. Begin preparations for the Silent Auction in conjunction with the Fall Conference. |
| **October** | Write Annual Report of the Committee activity and submit to the President. |
| Review the Committee materials and prepare this information/material for the incoming Chairperson. Review the policy & procedures one last time for any additions or alterations. |
| Update the Committee policy & procedures to reflect current practice. Send the revised P&P electronic file to the President, the Secretary, and the Webmaster. |
| **November** | During the Annual Fall Conference coordinate all aspect of the Silent Auction. Assist the Program Chair and Program Committee in any way possible. |
| During the Annual Business Meeting, report the activity of the Committee.  |

**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: 11/02/12 to 04/26/13**

**Position: Ways & Means Committee**

**Name:**

**Nomination Comm. Members:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Ongoing Responsibilities** | **Comments** | **2012/2013****Budget** |
| **Ways & Means Committee** |
| 1. | The Chairman Coordinates all aspects of fund raising. |  | $0.00 |
| 2. | Coordinate all aspects of the Silent Auction. |  | $0.00 |
| 3. | Attend Board meetings |  |  |
|  |
| 4. | Solicit a members or members to serve on the committee. |  | $0.00 |
| 5. | Order the Fall Conference gift. |  |  |
| 6. | Arrange Dining to Donate in conjunction with the Fall Conference.  |  | $0.00 |
|  **Total Anticipated 2012/2013 Budget:** |  **$307.25** |
| ***Request for Board Action:*** | ***None*** |