

Indiana Cancer Registrars Association Policy and Procedure

Liaison: COMMISSION ON CANCER

Written by: Judi Reininga, CTR, Mindy Burch, CTR

Date of Initial Approval: 11/ 2005

Last Revision by: Nancy Whipple, CTR

Revision Dates: 02/2012

Date Last Reviewed: 02/2012

Term of Liaison: 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:

- 1.0 To act to facilitate and enhance communication and service among the ICRA Board of Directors, the ICRA membership, and the Commission on Cancer of the American College of Surgeons.

PROCEDURES:

- 1.0 The term of office shall be one year. Liaisons shall assume office at the conclusion of the annual business meeting in the year in which they are appointed.
- 2.0 Attend ICRA Board of Director meetings.
- 3.0 Disseminate information from the Commission on Cancer to the membership through article(s) in *The Indiana Abstract* and/or the ICRA Web site.
- 4.0 Communicate ICRA issues to the Commission on Cancer as directed by the ICRA Board of Directors or Executive Committee.
- 5.0 Policy & Procedures
 - 5.1 Before the last board meeting, review the policy and procedures, revise as necessary and request approval from the board for the revisions.
- 6.0 Tax Exempt Status
 - 6.1 Use ICRA tax ID number to avoid sales tax on purchases for ICRA.