**INDIANA CANCER REGISTRARS ASSOCIATION**

**POLICY & PROCEDURE**

**Liaison:** Indiana Health Information Management Association (IHIMA)

 Commission on Cancer (COC)

 Indiana State Department of Health – Central Registry

 American Cancer Society (ACS)

 National Cancer Registrars Association (NCRA)

**Written By:** Samantha Kunz, CTR

**Date of Initial Approval:** 5/2018

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

**Required Reports:** Progress reports for each Board of Directors meeting including special

 projects, expense reports, updates/news, budget, *The Indiana Abstract*

 article, and annual reports to members.

**Policies:**

To act to facilitate and enhance communication among the ICRA

1. Board of Directors, ICRA membership, and the organizations listed.

2.0 Prepare a status report to be presented, in writing, at each Board

 meeting. Make copies of the report for the President and the

 Secretary.

 2.1 If unable to attend a meeting, give report to the President to be

 presented in your absence.

**Procedures:**

The term of office shall be one year. Liaison shall assume office at the

1. conclusion of the annual business meeting in the year in which they are

appointed.

2.0 Attend ICRA Board of Director meetings. If a conflict occurs, let the

 President know as soon as possible.

3.0 Disseminate information from IHIMA, CoC, Central Registry, ACS, and

 NCRA to the membership through articles in *The Indiana Abstract*, ICRA

 website, emails, presentations, or any other method of communication

 approved of by the Board of Directors.

4.0 Communicate ICRA issues to NCRA as directed by the ICRA Board or

 Executive Committee.

5.0 Provide a State Profile information form to NCRA representatives.

6.0 Provide ICRA news to appropriate NCRA representatives, such as the

 Annual Conference dates or any other pertinent info, as directed by the

 Board.

7.0 Obtain names of new Indiana CTR’s from NCRA for recognition at the

 ICRA Annual Conference.

8.0 Communicate with Ways & Means Committee to ensure CTR pins are on

 hand for the Annual Conference Recognition Ceremony.

9.0 Prior to the last Board meeting, review policy and procedures and revise

 as necessary. Then bring to the Board for revisions and approval.

10.0 Use ICRA tax ID number to avoid sales tax on purchases for ICRA.

11.0 Provide educational materials for attendees at the ICRA Annual

 Conference.

12.0 Communicate initiatives of ICRA to all organizations so they can offer

 assistance when applicable.

13.0 Provide an update of the State Cancer Registry activities at the Annual

 Conference if a State representative is not available.

14.0 Keep Board members and the membership informed of State reporting

 requirements & activities through verbal or written communications.

15.0 Work with the ICRA Education Chair on topic ideas for workshops or

 other educational events.

16.0 House, maintain, and organize any documents or materials for the

 Liaison position.