

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, ODS-C
Revision Dates:	11/2003, 11/2005, 10/2006, 3/2012, 4/2013
Date Last Reviewed:	3/15/2012, 10/30/2013, 10/2017, 10/2024
Term of Committee Chair:	One (1) year term
Required Reports:	Three or more reports to the Board, <i>The Indiana Abstract</i> , and the Annual Report to the membership.

POLICIES:

- 1.0 The Chairman shall coordinate all aspects of Fund Raising.

PROCEDURES:

- 1.0 Term of Chairman
- 1.1 The term of office begins at the end of the Annual Business meeting and through the following Annual Business meeting.
- 2.0 Assist the president and Board.
- 3.0 Complete any special projects assigned by the president.
- 4.0 Attend all Board of Director meetings and complete a summary of position activities.
- 5.0 Complete a budget and present for approval to the president during the first board meeting.
- 6.0 Complete the Ways & Means Committee procedures in a timely manner.
- 7.0 Submit articles to *The Indiana Abstract* newsletter
- 8.0 Prepare a report of activities for inclusion in the annual report to the membership.
- 9.0 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."
- 10.0 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			\$307.25
Budget:			
<i>Request for Board Action:</i>		<i>None</i>	