

NAACCR Town Meeting
NAACCR Committee Activities – Nominating, Communications, and Bylaws
November 28, 2006
2:00 pm Eastern; 1:00 pm Central; 12:00 pm Mountain; 11:00 am Pacific

Present – Representatives from the following registries and organizations:

2 Canada: Manitoba Cancer Registry, Nova Scotia Cancer Registry

14 U.S.: American Cancer Society, California Cancer Registry, Cancer Data Registry of Idaho, IMPAC Medical Systems, Inc., Indiana State Cancer Registry, Louisiana Tumor Registry, Massachusetts Cancer Registry, National Cancer Registrars Association, National Cancer Institute, New Hampshire State Cancer Registry, New York State Cancer Registry, North Carolina Central Cancer Registry, Texas Cancer Registry, Virginia Cancer Registry

3 Speakers: Ms. Maureen MacIntyre – Chair of Bylaws Committee, Mr. Dan Curran – Chair of Communications Committee, Dr. Vivien W. Chen – Chair of Nominating Committee

3 NAACCR Staff: Dr. Holly Howe, Moderator – Executive Director, Royale Anne Hinds – Assistant to the Executive Director, Joshua Whitley – Computer Support Specialist

1. Introduction and Background

Holly Howe

The NAACCR Board would like the membership to be informed about the NAACCR committees and their activities, goals, and focus. NAACCR is scheduling monthly Town Meetings to feature two or three NAACCR Committees. This provides more detail on the committees than what is offered at the Annual Business Meeting and gives the opportunity for members to learn about current activities and provide an opening if they wish to express interest in joining the committees.

2. Bylaws Committee

Maureen MacIntyre

The following is an excerpt from the Fall 2006 Narrative:

“All organizations must have processes and mechanisms in place to oversee operations. NAACCR, as a professional body adheres to these requirements in a variety of ways including defined committee structures and the need to have an annual meeting of the membership. Some aspects of oversight such as the NAACCR Bylaws are very fundamental and have been with us for so long that many members may not even realize that they exist.

The Bylaws were developed when the organization was created and address basic issues such as:

- A statement of the organization’s scope and purpose
- Membership categories and the rights and responsibilities of members
- A description of the board officers along with duties and responsibilities

- Eligibility criteria for board officer positions, how they are selected (e.g. nomination and election) and terms of office
- Requirements for meetings of the membership
- Financial responsibilities
- Defining standing committees and how to establish new committees
- A process to update/modify the bylaws

A full statement of the bylaws is available on the NAACCR website under the *About NAACCR* section and all members are encouraged to read and understand this document that outlines so much of what we do. To supplement the high level nature of the bylaws, additional standing rules are in place to more fully describe how specific activities get carried out. One example within the standing rules is the description of all committee roles and responsibilities.

Well-written bylaws should not require frequent modification but should stand the test of time. However this expectation must be balanced with an ability to update when necessary, which often comes about as an organization evolves and matures. One of the standing committees of this organization is Bylaws, which provides two major functions for the membership.

- First, the committee is available to provide advice to the Board on any questions that may arise regarding the interpretation of the existing bylaws.
- Secondly, the committee reviews any requests to modify or update the bylaws. Such requests often reflect a need to modernize and frequently arise from an activity undertaken by the Board.”

It is important to note however that ultimately the bylaws are "owned" by the membership and any member may put forth a request for modification. Each year, usually in December, a call to the membership for amendments to the bylaws must take place. Most changes come through the activities of the Board. Before any change can be made to the bylaws, it must be circulated to the membership in adequate time before the Annual Meeting. Changes can not be made from the floor during the Annual Meeting.

The Bylaws Committee’s goal is to be accessible to anyone who wants to make changes to the bylaws and to make the solicitation to the membership.

The bylaws create the structure of the organization and are created and amended by the members. The standing rules provide more definition and requirements and are created and amended by the Board.

3. **Communications Committee**

Dan Curran

The NAACCR Narrative Newsletter requests articles and pictures four times a year from the committees and membership. The Managing Editor proofs the articles and then passes them on to the Editorial Review Board. The Editorial Review Board makes changes and sends them back to the Managing Editor, who then forwards them to NAACCR staff to compile the newsletter and send to the printer. In the future they will consider the option of sending the newsletter electronically as a cost-cutting measure.

The NAACCR Website is maintained by the NAACCR Executive Office with the direction of the Communications Committee. Goals of the committee include:

- Critique and redesign the website.
- Research online chat and blog capability.
- Review web submissions from committees.
- Watch patterns of use on the website.
- Update the homepage content with accurate information each month.

Public Relations goals include:

- Find ways to improve use of cancer registry data – helping registries with promotional ideas.
- Promotion of the website through creation of press releases and a media page.
- Creating a PowerPoint presentation describing what the Communications Committee is working on. This would be presented in the vendor area during the Annual Meeting.

The committee is currently working on the following projects:

- Completing a proposal for presentation at the Annual Meeting.
- Expanding the Narrative to include some more human-interest, and perhaps, light-hearted pieces.
- Getting more pictures and articles from the committees and members for the Narrative.
- Developing procedures for completing a press release and the approval process. A format for press releases has already been approved by the Board. The creation of a media relations page will hold the press releases once they have been approved. Really Simple Syndication (RSS) could be used to as a method to distribute press releases. An example of a media relations page and RSS can be found on the CDC website <http://www.cdc.gov/od/oc/media/>.

NAACCR Staff recently completed a reorganization of the website to make user navigation easier. Over the next year, staff will undertake a major rewrite of the languages that run website so that they will be more compatible, easing communication among various sections. .

4. Nominating Committee

Vivien Chen

The Nominating Committee is charged to secure candidates for the vacancies on the Board. In 2007 there are four positions open – Treasurer and three Representatives at Large. They hope to have a minimum of two candidates per position. The following is an excerpt from the Fall 2006 Narrative:

“This year the nominating committee is seeking candidates for four leadership positions on the NAACCR Board: Treasurer and three openings for Representative-At-Large. These are two-year term positions (2007-2009) to begin after the conclusion of the 2007 Annual Conference.

Treasurer: Pursuant to the NAACCR By-laws and Committee Manual and Guidelines,

the Treasurer shall be responsible for overseeing the receipt and disbursement of all funds, establishing the budget for unrestricted funds and managing all funds of NAACCR. Specific duties include:

- Attend all conference calls and in-person meetings of the Board.
- Review monthly financial reports and reconcile with the Director of Administration as necessary.
- Serve as the liaison to the Board regarding financial matters.
- Consult and advise staff regarding financial matters.
- Represent the membership regarding the use of NAACCR unrestricted funds.
- Provide input to the development of an annual unrestricted budget for NAACCR by July 1 of each year.

Representative(s) at Large: Representatives-at-Large serve as primary liaison officers between NAACCR committees, the Board and cancer registries to facilitate exchange of information and the organization of projects. Specific duties include:

- Attend all conference calls and in-person meetings of the Board.
- Act as Board liaison to one of the standing Committees, which will include participation in all activities of that Committee.
- Be prepared to report to the Board monthly on all Committee liaison activities.
- Volunteer to assist the President in completion of correspondence and other special activities that come to the Board and require further action or follow-up.
- Approve an annual budget for unrestricted and indirect cost funds for NAACCR by July 1 of each year.

Travel Requirements for Board Members

There are two in-person Board meetings every year: one in mid year (January/February) and the other in conjunction with the NAACCR Annual Meeting. In addition, there may be a third in-person meeting of a Leadership Retreat or Board/Committee Chairs when funds are available. All travel expenses for the mid-year in-person Board meeting, Leadership Retreat and Board/Chair in-person meeting will be reimbursed by NAACCR unless you are a federal or Sponsoring Member Organization employee.

Eligibility for NAACCR Office

NAACCR members are eligible to run for the position of Treasurer or Representative-at-Large if he or she:

- Is currently a representative of a full member organization;
- Has been a representative of a full member organization for one year prior to being nominated to run for the Board; and
- Has served as an active member of a qualifying NAACCR committee as specified below for one year prior to being nominated to run for the Board:
 - has been or is a member of a Standing or Ad Hoc Committee;
 - has been or is a member of a Special Committee, i.e., the Scientific Editorial Board, the Institutional Review Board, or the Cancer Registration Steering Committee;
 - has been or is a NAACCR-designated Liaison; or

- has served on a Subcommittee, Work Group, or Task Force that has met for at least 12 months.

The following participation does not qualify for Board eligibility:

- Faculty for NAACCR training programs;
- Persons identified on Committee rosters as alternates.

In addition, candidates for office must also be a representative of a full member organization in good standing, i.e., has paid its dues for the current year. Nominees must also agree, in writing, to the nomination for their names to be added to the final ballot.

This year, we are seeking more diversity for the Board membership. A lot of the people currently serving on the Board have been members at varying capacities for many years and it would be exciting to have some new blood in the mix! We ask that all NAACCR members seriously consider their own capacity to take on such a role by volunteering to be nominated, or by identifying others they feel may be appropriate and encouraging them to step forward.”

Nominations will be accepted from January 3 to February 6, 2007. The voting period will be from February 19 to March 19, 2007. A Proposed Work Chart and Timeline with all major activities of the committee are posted on the website under the *About NAACCR* section.

Question: Is there a tracking system for time served on a committee? Committee Chairs are responsible to turn rosters into the NAACCR office to tracking time served by members. The information is kept in a database maintained by Jan Conway at the NAACCR office. She can be reached at jconway@naaccr.org.

5. Closing Remarks

Holly Howe

Holly thanked everyone for joining the call. The next Town Meeting will be on December 8, 2007 at 1pm Eastern. The Board wants the membership to learn about and give opinions on new registry operations tools. The next Town Meeting in the committee series will be with the Education and Registry Operation Committees on December 21, 2006 at 1pm Eastern.