**NAACCR Communications Steering Committee**

**CHARTER**

**October 18, 2019**

**Objective:** Develop and strengthen internal and external NAACCR communications and bring a greater awareness of NAACCR member interests to wider audiences.

**Steering Committee Roles and Responsibilities**:

* Plan and set overall direction for priority area; lead and develop its priority area network; and, ensure that major goals and timelines are achieved through use of workgroups and task forces.
* Facilitate innovative problem-solving and open communication across multidisciplinary members and groups; encourage relationship building across network; and, serve as sounding board for new ideas and opportunities for growth.
* Monitor progress, which may include tracking timelines and creating and implementing evaluation procedures; assess need for changes to SMP priority area; and, report regularly to the Board and annually to members.
* Evaluate existing work groups/committees and their respective activities in relation to the goals/objectives of the Communications Priority Area; determine how new and existing activities will be integrated into a cohesive plan; and, make final recommendations to the Board for approval.

**Communications Steering Committee Roles and Responsibilities:**

* SC members will assist NAACCR in executing the communication goals and objectives established by the organization’s Strategic Management Plan (SMP). These goals and objectives include the following:

**Goal 1: Serve as the voice for NAACCR members on key issues involving central cancer registries.**

**Objective 1:** Use modern methods such as internet-based technologies to capture and share member views, opinions, and perspectives on important registry issues.

**Objective 2:** Release position papers and policy statements, as appropriate, that support registries, cancer surveillance, and the NAACCR mission as required by the Board, NAACCR membership, or steering committees.

**Objective 3:** Serve as a united voice for policy issues and position statements that promote NAACCR’s mission or benefit central cancer registries.

**Goal 2: Promote the sharing of expertise, knowledge, procedures, and best practices among NAACCR members to ensure efficiency and reduce redundancy of effort.**

**Objective 1:** Promote the NAACCR SHARE resource on the NAACCR website where members may post informational items that may be of value to other NAACCR members.

**Objective 2:** Develop an area on the NAACCR website where members may ask other members for guidance with issues or suggest a problem for collaborative solution efforts.

**Objective 3:** Enhance NAACCR’s use of web-based and technology-driven communication systems to improve information sharing and promote adoption of best practices and develop a more global distribution list for outward communication.

**Objective 4:** Provide a venue and act as a clearinghouse for sharing software products, SAS or other programs, algorithms, tools, and/or templates to make them more widely available and minimize duplication of effort.

**Deliverables:**

NAACCR Narrative

NAACCR Listserv Announcements

NAACCR Social Media

NAACCR Public Website

**Timeline**:

|  |  |  |
| --- | --- | --- |
| Task | Performance Measure | Estimated completion date |
| NAACCR Narrative | Published 3-4 times per year | Ongoing |
| NAACCR ListServ Announcement | Communication to members through this mechanism occur at least one time per month Distribution list reviewed at least one time per year (annually) | As requested, ongoing |
| NAACCR Public Website  | Web site information is current and provides necessary information for NAACCR and its membershipReviewed at least annually | Ongoing |
| NAACCR Social Media | Communication to members through this mechanism occur at least one time per month | As requested, ongoing |

**Membership:**

* **NAACCR** members with interest and/or experience in the priority area are encouraged to serve as Steering Committee Members. Requests to serve will be reviewed, and Members will be appointed by the Chair(s). Steering Committee Members may also be appointed at the discretion of the Chair(s).
* Members are asked to serve a two-year term with an option to serve an additional two-year term. For the first appointments only, terms may alternate between 1 and 2 years to assure committee transition.
* All members except for Board Liaison and NAACCR staff will be entitled to vote if a vote is required.

**Meetings**:

Once per month or as required.

**Report:**

The Steering Committee Chair and Board Liaisons will be responsible for keeping the Board of Directors informed concerning priorities, progress, and evaluation of priority area matters. The group will complete annual report requirements for the membership prior to the Annual Conference**.**