



PACR

OPERATING MANUAL

Developed by JoAnn Davis, CTR and Patricia Jarrett, CTR – October 14, 1983

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FOREWORD

This manual is a guideline to the operations and procedures of the Executive Committee of the Pennsylvania Association of Cancer Registrars and is subject to revisions.

This manual will be accessible from the PACR web site.

We hope this manual will be used as a tool for guidance and knowledge, provide continuity in carrying out specific responsibilities, and reflect the professional attitude of our organization.

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EXECUTIVE COMMITTEE COMPOSITION

OFFICERS:

- **President**
- **President-Elect**
- **Vice-President**
- **Secretary**
- **Treasurer**
- **Immediate Past-President**

STANDING COMMITTEES

- **Membership**
- **Program**
- **Education**
- **Nominating**
- **By-Laws**
- **Public and Media Relations**
- **Legislative**
- **Finance**

LIAISONS:

- **National Cancer Registrars Association (NCRA)**
- **Pennsylvania Society Of Oncology And Hematology (PSOH)**

DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

<p>The executive committee shall act for the association between scheduled meetings of the general assembly and shall conduct an adequate number of executive committee meetings necessary for the management of the business affairs and professional growth of the association. The committee shall:</p>	
1.	Adhere to the Code of Conduct at all times when representing the association.
2.	Have at least fifty percent (50%) of Executive Committee members present to conduct a meeting. Acts/motions shall only be adopted with a majority vote of the Executive Committee members present.
3.	Have authority to discipline any Executive Committee member for violation of the professional ethics policy and/or the provisions of the bylaws. Any action, whether it is censure, suspension or expulsion, requires a motion supported by two-thirds of the remaining executive committee members.
4.	Require a majority vote annually to renew the Pennsylvania Medical Society contract and a vote can only be requested after a review of necessary services has been performed.
5.	Create, dissolve or reconfigure Ad Hoc committees.
6.	Shall report to the president and/or monitoring officer at two-month intervals on the progress of individual officer/chair activities. Any problems are to be reported immediately.
7.	Assist the Public and Media Relations chair by submitting articles for the newsletters.
8.	Maintain a file of current policies/procedures/forms relating to the bylaws.
9.	Present a list of anticipated expenditures for each office/chair at the first executive committee meeting each year.
10.	Submit an annual report to the general membership summarizing office/committee actions during the past year.
11.	Submit a written report of activities to the Secretary in advance of each Executive Committee meeting; if no report, report should state "no report".
12.	Follow all PACR Policies as documented in the Policy section of this manual.
13.	Use all standard PACR forms and letters as provided in this manual.

PRESIDENT

In addition to coordinating the activities of all officers and chairs as detailed in the bylaws, the president shall:	
1.	Send a letter/email to the Pennsylvania Medical Society (PMS) acknowledging contract renewal after receiving a vote of approval at the first executive committee meeting (Deborah Faesel dfaesel@pamedsoc.org)
2.	Develop an annual Strategic Plan for the organization with input and approval from the Executive Committee and publish the plan on the PACR website.
3.	Select committees for the president-elect and the vice president to monitor when indicated.
4.	Hold a preliminary discussion with each officer/chair prior to the first face-to-face meeting of the new term to review PACR bylaws, operations manual and establish annual goals.
5.	Select the location of the next annual meeting and request executive committee approval.
6.	Write a letter to the Governor of Pennsylvania to obtain a Proclamation of National Cancer Registrars Week (fax information to the Office of Greetings and Proclamations 717-772-8284).
7.	Send a PDF copy of the Governor’s Proclamation of National Cancer Registrars Week to NCRA at marketing@ncra-usa.org and to the Manager of the Pennsylvania Cancer Registry and to the PACR Executive Committee and the membership.
8.	Act as liaison to the National Cancer Registrars Association (NCRA) and all other professional organizations as appropriate.
9.	Update PACR contact information on the NCRA Website http://www.ncra-usa.org/resources/index.htm .
10.	Prepare a report of the organization’s activities and present it at the State President’s meeting at the NCRA annual meeting.
11.	Coordinate/purchase a “state basket” for presentation at the NCRA annual meeting after receiving budgetary approval from the Executive Committee (look for information on the NCRA website).
12.	Publish a summary of presidential activities from the NCRA annual meeting in the following issue of the PACR newsletter.

PRESIDENT, continued

13.	Publish articles in each edition of the PACR newsletter.
14.	Schedule a combined executive committee meeting as a prelude to the annual PACR meeting to maintain continuity of each position and the transfer of working materials.
15.	Upon exiting office, arrange for President's plaque to be created/engraved with President-elect's name and year and deliver to the President-elect as part of the installation ceremony at the annual business meeting.
16.	Pass on any unfinished business to the incoming president.

PRESIDENT-ELECT

This officer shall assist the President and Vice President with their duties throughout the year in accordance with the bylaws and shall:	
1.	Attend all meetings of the Executive Committee and assist as necessary with the business of PACR..
2.	Choose Committee Chairperson in good standing for each committee of the Association to serve during his/her year as President after the annual elections and before annual meeting. Work with the Chairperson to develop goals for the coming year. Encourage choosing members for their committee (except Nomination).
3.	Introduce new committee chairs at the combined executive committee meeting
4.	Select someone to install incoming Executive Committee and provide updated script for the installation ceremony held during the Annual Conference and deliver a message of acceptance of the Presidency at the Annual Meeting and/or Banquet.
5.	Appoint one member as an ex-officio member to the Program Committee of the current year, who shall then serve as chair during the president-elect's term as president.
6.	Be responsible for purchasing a gift for the out-going president. This gift is to be presented at the annual business meeting/banquet. The amount expended will be determined by the executive committee and paid for with PACR monies.
7.	Serve as Finance Committee Chairperson during the Association Year. The Finance Committee will advise the Executive Committee as appropriate.
8.	Select the location of the next annual meeting, set the date, and begin preparation with Program Committee Chair.
9.	Prepare a budget for his/her year as President with the assistance of all Executive Committee members prior to the 1 st meeting of the Association year. Obtain Board approval of the budget.
10.	Submit a quarterly progress report (Board Report) prior to the scheduled Executive Committee meeting.
11.	Submit any changes that need to be made to the Bylaws and OPS Manual pertaining to Pres-Elect position as soon as possible to insure updates are made in a timely manner.
12.	Prepare a "Meet the President-Elect" article in one edition of the PACR newsletter.
13.	Pass on any unfinished business during the period of office to the incoming individual.

VICE-PRESIDENT

The vice-president shall assist the president as documented in the Bylaws and shall:	
1.	Request any updates/changes of the PACR Operating Manual from the executive committee members at least sixty (60) days prior to the annual meeting each year.
2.	Incorporate any PACR Operating Manual updates/changes received before the annual meeting.
3.	Coordinate the Scholarship Auction (or other determined fund raising activity) at the annual meeting.
	Note: Use Keeping PACE and blast emails to solicit auction items. Historically each member of the executive committee and program committee members donate an item(s).
4.	Serve as secretary at all meetings when the secretary is absent.
5.	Work with President, Public and Media Relations Chair / Website design team to assist in solicitation of grants and other funding.
6.	Give the incoming Vice-President the current operations manual with all changes made as of the annual meeting date. The manual should be maintained in WORD format.
7.	Pass on any unfinished business to the incoming officer.

SECRETARY

The secretary shall assist the president in accordance with the bylaws and shall:	
1.	Maintain a copy of reports submitted by the executive committee.
2.	Maintain electronic and hard copies of all minutes generated throughout the year (including attachments and E-mail votes) in a designated binder and have previous minutes available at each meeting.
3.	Provide the president with the opportunity to review all minutes and correspondence prior to distribution.
4.	Place minutes from the business meeting held at the annual conference including all reports not detailed in the minutes on the PACR website at the beginning of each calendar year.
5.	Distribute a copy of the previous executive committee minutes, including all current reports, to executive committee members at least one week (1) prior to the upcoming executive committee meeting or no later than sixty days (60) after the last meeting.
6.	Maintain the supplies necessary to carry out the office (envelopes, stationery, etc.). This shall include the PACR letterhead on disk to be provided to the succeeding officer.
7.	Provide the program chair with a copy of the previous annual meeting minutes for inclusion with the current annual meeting packet.
8.	Pass on any unfinished business to the incoming officer.

TREASURER

The treasurer shall maintain all financial accounts for the organization as stated in the Bylaws and shall:	
1.	Open a checking account and apply for a debit card in the name of the organization prior to the first Executive Committee meeting of the calendar year.*
2.	Maintain Insurance Policy by completing the following tasks:
a.	Forward a list of the names and address of the officers (President, Vice President, President Elect, Secretary, Treasurer, and Immediate Past President) to Kier G Ewing & Associates, Inc. <u>in January</u> of <u>every</u> year via mail or fax.*
b.	Pay the annual premium.
c.	File premium notices and correspondence to or from Ewing & Assoc.
Note:	This is done to maintain an insurance bond on the officers of the organization. It must include the treasurer's address. The premium notice will be sent to the presiding treasurer in August.
Address:	Kier G Ewing & Associates, Inc. Attention: Karla or Kevin 727 Allegheny River Boulevard Post Office Box 300 Verona PA 15147 Fax: 412-828-0408 Phone: 412-828-7600/7601 e-mail: Karla@ewinginsurance.com
3.	Maintain Business agreement with Pennsylvania Medical Society by completing the following tasks:
a.	Prepare a cover letter that includes the Treasurer's contact information, since they will serve as of the main liaison between PMS and PACR. Indicate all invoices are to be sent to the Treasurer for payment and all mail is to be sent to the Treasurer for distribution to the appropriate committee member.

TREASURER, continued

	b.	<p>Attach the Letter of Agreement between PACR and the PMS indicating the following points (see sample letter in Standard Documents Section):</p> <ul style="list-style-type: none"> a. Legal address for PACR b. Mail addressed to PACR at the legal address will be forwarded to the sitting PACR Treasurer with in 10 business days of receipt. c. PACR agrees to pay the following costs <ul style="list-style-type: none"> i. Standard USPS rates incurred by PMS when forwarding mail to the Treasurer ii. Handling costs related to above mailings d. Upon receipt of invoice from PMS, PACR's Treasurer will submit payment to PMS within 30 business days. e. When new Treasurer takes office, notification of change in mailing address for correspondence and change in PACR Executive Committee roster will be submitted to PMS <p>Agreement and handling costs will be reviewed by PMS and PACR on an annual basis.</p>
	Note:	PMS maintains the legal address for the organization which is the address used in PACR's letterhead and IRS filing. Agreement and handling costs will be reviewed by PMS and PACR on an annual basis.
	Address:	<p>Pennsylvania Medical Society Attn: Debbie Faesel 777 East Park Drive P.O. Box 8820 Harrisburg, PA 17105-98060</p>
4.	Prepare a report that details the income and expenses from the previous calendar year with comparison to the prior year for presentation to the executive committee.	
5.	Request and/or prepare a budget for each committee of the organization	
6.	Maintain an exact account of all income and expenses of the organization in a manner conducive to detailed reporting at any time and in any manner requested by the executive committee.	
	Note:	Microsoft Excel is the software used to maintain the records, effective in the year 2000.
7.	Verify all expenses are invoiced prior to payment.	
	Note:	It is important to maintain accurate records and categorize all expenses appropriately, especially for contracted services, for audit and income tax purposes.

TREASURER, continued

8.	Prepare a report of expenses incurred in comparison to budgeted expenses and submit at each Executive Committee meeting throughout the year.	
9.	Determine which annual audit, internal or external, is required and make arrangements to have the audit accomplished. See ‘Audit Schedule’ Policy for history and time lines.	
10.	Note:	<ul style="list-style-type: none"> • External Audit should be performed by either a professional accountant or a person with auditing experience at the discretion of the Finance Committee. External audits should be conducted according to accepted auditing standards as established by AICPA. • Internal Audits are conducted by two members in good standing using PACR’s ‘Internal Audit Verification’ procedure. This sample checklist is provided to be used as a guide for internal audits and is the minimum documentation required for the record. Additional findings, comments or suggestions recommended by the audit team must document and attached to the verification. • Maintain documentation of internal and external audits and findings in the file marked “Audits”.
11.	Treasurer receives due-payments from Membership Chair and tracks revenue from dues under Membership income for auditing and accounting purposes.	
12.	Complete a 990-EZ-tax form (obtained from IRS website: http://www.irs.gov/) by <u>April 15th</u> if PACR’s gross income for the previous year exceeds \$25,000.*	
	Note:	<ul style="list-style-type: none"> • If a 990-EZ form is not required, documentation of such <u>must be filed</u> with the Executive Committee. • If a 990-EZ is filed, the <u>treasurer is responsible for retaining documented proof of filing.</u> • See file marked “taxes”.
13.	Maintains the <u>original</u> Articles of Incorporation (PTRA) and <u>original</u> Articles of Amendment (PACR) of the organization.	
14.	Prepare a detailed financial report for presentation at the annual business meeting of the organization.	
15.	Pass on the financial records of PACR to the incoming officer by January 31 of the next fiscal year, clarifying any unfinished business.	
16.	Keep detailed records.	
17.	Maintain a listing of outstanding debt to the association. Convey the names of members and/or associations to the membership chair.	

IMMEDIATE PAST PRESIDENT

The immediate past president shall serve as consultant to the current executive committee, assist the president with the business of PACR in accordance with the Bylaws and shall:	
1.	Notify exiting Executive Committee Chairs who will not be returning for next term, thank them.
2.	Review/edit the strategic plan and monitor the executive committee adherence to the strategic plan.
3.	Arrange for the Past-President plaque to be engraved with outgoing President's name and year(s) served and deliver to the outgoing President as part of the installation ceremony at the annual business meeting as they become the Immediate Past President.
4.	Pass on any unfinished business to the incoming officer.

MEMBERSHIP COMMITTEE CHAIR

The Membership Chair will assist the President by adhering to the Bylaws and shall:					
1.	Conduct the membership drive:				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">October</td> <td>Send first membership notice via email or USPS as applicable.</td> </tr> <tr> <td>Note:</td> <td> <ul style="list-style-type: none"> a. Members will be instructed to renew online at www.pacr.org. b. Dues and renewal forms are due by January 31. A late fee of \$10 will be applied to all renewal applications received after January 31. c. The online timestamp of payment receipt or USPS post mark date will determine lateness. d. Online applications will not be considered complete until payment is received by the Membership Chair, Treasurer or Webmaster. </td> </tr> </table>	October	Send first membership notice via email or USPS as applicable.	Note:	<ul style="list-style-type: none"> a. Members will be instructed to renew online at www.pacr.org. b. Dues and renewal forms are due by January 31. A late fee of \$10 will be applied to all renewal applications received after January 31. c. The online timestamp of payment receipt or USPS post mark date will determine lateness. d. Online applications will not be considered complete until payment is received by the Membership Chair, Treasurer or Webmaster.
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	December	Send second notice via e-mail on or before the second week of December. (Membership Dues Renewal Notification Second Notice can be found on page 66 PACR Operating Manual)			
	Note:	Membership applications will be accepted year round with assessment of late fees if received after January 31. All applications received after PACR Annual Meeting will be processed and valid through the new year.			
	January	Contact unpaid members that payment needs to be received and/or postmarked by January 31 st or a late fee of \$10 will be assessed.			
February	Send final notice letters to non-renewing and unpaid members.				
March	Post membership roster to website. Update as additional memberships are received.				
2.	Maintain membership dashboard to include updates to payment status, PACR membership number and corrections to member information as required. (Contact webmaster of updates.)				
3.	Assign PACR Membership Numbers:				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Notes</td> <td> <ul style="list-style-type: none"> • Effective January 1, 2007 all members received a PACR membership number. The number will begin with the year assigned followed by a three digit number in order of applications received. Example: 07-001 • ALL membership numbers can be found on the dashboard. (Before assigning a new number, check previous membership archive download list for possible member renewal.) • The membership number will remain in effect as long as the membership is continuous with PACR. • Members who have not maintained a continuous membership status will be assigned a new member number for the year of application. <p>The membership number is used for online renewal and access to the members' only section of the website.</p> </td> </tr> </table>	Notes	<ul style="list-style-type: none"> • Effective January 1, 2007 all members received a PACR membership number. The number will begin with the year assigned followed by a three digit number in order of applications received. Example: 07-001 • ALL membership numbers can be found on the dashboard. (Before assigning a new number, check previous membership archive download list for possible member renewal.) • The membership number will remain in effect as long as the membership is continuous with PACR. • Members who have not maintained a continuous membership status will be assigned a new member number for the year of application. <p>The membership number is used for online renewal and access to the members' only section of the website.</p>		
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MEMBERSHIP COMMITTEE CHAIR, continued

4.	Welcome New & Renewing members. (New Member Letter and Renewal Member Letter can be found on page 68 & 69 of PACR Operating Manual.)	
	Notes:	<p>New and Renewing Members receive via email or USPS as applicable</p> <ul style="list-style-type: none"> • Upon confirmation of payment from webmaster (online renewals) or from membership chair an acknowledgement letter from the President and Membership Committee Chair with: <ul style="list-style-type: none"> ○ Membership card and PACR identification number ○ PACR website address: www.pacr.org
5.	<p>PACR Annual Scholarship</p> <p>Monitor website for eligible applications and present to executive committee at first F2F meeting following June 1 deadline for the selection process. Recipient(s) will be notified by the President.</p> <ol style="list-style-type: none"> a. Applicants must be active members b. Dues must be paid in full by January 31st of current year c. Application must be submitted/received by June 1st of current year d. Application can be found online at www.pacr.org 	
6.	<p>Annually add Honorary and Honorary Life members to dashboard and forward notice of renewal to member via email or USPS as applicable.</p> <ol style="list-style-type: none"> a. Note: Review History tab found online at www.pacr.org for distinguished members or past presidents that may have retired to change membership type to Honorary Life. 	
7.	Maintain an electronic file of all letters and forms used by the Membership Committee.	
	Notes:	Maintain historical membership rosters on flash drive.
8.	Distribute label sets upon request.	
	Notes:	Requests for mailing labels will be submitted to the webmaster for formatting. Refer to policy # 9 for detailed instructions.
9.	Acknowledge letters of resignation in writing and keep letters on file in case of reinstatement.	
10.	Pass on any unfinished business to the incoming chair.	

PROGRAM COMMITTEE CHAIR

The Annual Meeting Program Chair shall collaborate with the President in accordance with the bylaws and shall:	
1.	Note:
2.	
1.	Plan and coordinate all activities for the annual meeting of the association by using the following timeline:
September-December	<ul style="list-style-type: none"> • Work with the President-elect to investigate and select the meeting location, site and dates for next year’s annual meeting. All agreements must be signed by the President-elect. <i>(The Program Chair does not take office until January 1st. Therefore all activity until January must be under the President-Elect, who is the only EC member elected to office for the following year and authorized to commit PACR to any contracts in the following year.)</i> • Work with the President-Elect and Program Committee to develop an agenda of the proposed topics, entertainment, and budget for the Annual Meeting. • Work with the hotel meeting site sales/meeting representative to establish a meeting start/end days and times. • Solicit at least two other members to serve on the Program Committee and delegate areas of responsibility. • The President is a standing member of the Program Committee. (Others likely to be included are Treasurer, Vice President, Education Chair, and members from site of Annual Meeting the next year.)
1st Executive Committee Meeting	<p>Discuss with the Executive Committee the expectations for the annual meeting:</p> <ul style="list-style-type: none"> • Review the evaluation forms: Comments from the prior annual meeting, Comments from educational programs from the prior year, and Comments from the Executive Committee • Offer a projected meeting format, agenda and budget at least at the first EC meeting of the year in Excel format. Use prior year’s statement for reference. • Solicit speaker names from the Executive Committee. • Review and establish registration and vendor fees and present to full Executive Committee for approval.

PROGRAM COMMITTEE CHAIR, continued

<p>January to March</p>	<ul style="list-style-type: none"> • Work with the hotel meeting site representative to discuss details relative to the contract: <ul style="list-style-type: none"> ○ Deposit – when required ○ Number of meeting rooms ○ Vendor area: number of tables needed and number tables requiring electricity ○ Scholarship Auction Tables ○ Block of rooms to be reserved (Free room for every so many booked if the hotel offers this option.) ○ Food/Refreshments ○ Entertainment options ○ Secure area at night ○ Vendor area location in relationship to main room • Submit a request th the National Cancer Registrars Association (NCRA) website or “The Connection” to publish the annual meeting dates and location in this publication. • Contact all potential speakers via telephone or e-mail and invite them to lecture. • E-mail or mail confirmation letters to all speakers and create speaker grid.
<p>February and quarterly</p>	<ul style="list-style-type: none"> • Submit articles to the Public and Media Relations Chair for incorporation into “<i>KEEPING PACE... with PACR</i>” to notify the membership about the annual meeting dates and location.
<p>April</p>	<ul style="list-style-type: none"> • Determine others to be invited to the meeting. Others include: Non-registry and non-PACR member hospitals (ask PCR to send blast email to contacts), Registrars from hospitals in neighboring states (as pertinent to the meeting location); request electronic listing from pertinent neighboring state membership chairs. • Develop and forward an e-mail blast to the above others to be invited (as a preliminary notice) announcing the meeting dates and location. • Post information on the PACR website • Update exhibitor/vendor list, and mail/e-mail a letter to them, notifying them of meeting date and soliciting their participation.

PROGRAM COMMITTEE CHAIR, continued

	2nd Executive Committee Meeting	<ul style="list-style-type: none"> • Submit a draft brochure to the Executive Committee. • Submit an updated expense projection to the Executive Committee. • Establish who shall responsible for printing and mailing the brochure. (In 2010 the Exec. Com. Decided to e-mail the meeting brochure to the membership and others in a PDF file. Saving the cost of printing and mailing the brochure. Printed brochures were sent to members that did not provide an email, minimal paper copies were mailed. • Work with the Treasurer who will receive and catalog the registrations • Establish who shall write and e-mail/mail letters of confirmation to registrants. • Decide speaker gifts. Purchase when appropriate, when possible use the meeting gift as the speaker gift. • Discuss meeting specifics as needed relative to entertainment, preparation of information sheet for annual meeting packet regarding special activities, area attractions, area restaurants, etc.
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	June	<ul style="list-style-type: none"> • E-mail brochures to all PACR membership and all others to be invited. *Determine how many meeting brochures must be printed for the PACR membership, and all others to be invited. Reminders of others to be invited include: copies for speakers, requesting mailing labels from the PA Cancer Registry so brochures can be mailed to non-registry (and non-PACR member) hospitals, 2 copies for the NCRA CE application, and extra copies. • Complete the Application for Continuing Education Hours form and submit to the NCRA Education Committee Chair for CE credit; mail this application via certified mail/return receipt requested.
	June	<ul style="list-style-type: none"> • Request NCRA application forms, NCRA publications, and NCRA order sheet of available items from NCRA for availability at registration desk. • Submit an article to '<i>KEEPING PACE... with PACR</i>' with more specific meeting details. • Discuss plan for folders for annual meeting packets for registrants • Remind incoming President to prepare a flyer announcing next year's meeting. • Review annual meeting business meeting agenda format and other needs with the Secretary and President (such as President's need to solicit a parliamentarian for annual meeting). • Discuss with President contacting the NCRA regional representative for an NCRA update for distribution at the annual meeting <p>Update expense projections for the annual meeting and submit to Executive Committee.</p>

PROGRAM COMMITTEE CHAIR, continued

	August	<ul style="list-style-type: none"> • Update expense projections for the annual meeting and submit to Executive Committee. • Obtain lecture handouts from speakers. • Work with the Vice President who will coordinate the auction. • Work with hotel event coordinator to finalize any outstanding items, including speaker AV needs and physical arrangements. • Determine who will introduce speakers and write/review remarks for speaker introductions • Request NCRA application forms and other brochures from the NCRA main office to place on the registration table. • Update expense projections for the annual meeting and submit to Executive Committee. • Obtain lecture handouts from speakers. • Work with the Vice President who will coordinate the auction. • Draft/Review items that will need to be copied for the annual meeting packets. Examples: Annual meeting agenda/brochure to be included in packets, speaker handouts. • Communicate with secretary and remind her of her need to prepare the annual business meeting agenda with attachments. • Purchase annual meeting packet binders/folders for registrants. • Determine who shall be responsible for preparation of registrant nametags. (Active members to be designated with a dot on their nametag). [Treasurer prepared from the registration spreadsheet] • Check supply of PACR Executive Committee and Speaker ribbons to be attached to name tags. • Determine who shall prepare the sign-in roster for the meeting. [Treasurer prepared from the registration spreadsheet] • Prepare continuing education evaluation form. Prepare continuing education certificates. • Establish when and where the Program Committee/Executive Committee will meet to assemble meeting packets (usually the night before the first day of the annual meeting). • Establish when and where the Outgoing/Incoming Joint Executive Committee meeting will be held (President decides) • Reconfirm all speakers and arrangements for the annual meeting. Obtain speaker arrival and departure times. Arrange shuttle services as necessary for speakers. Remind speakers that all expenses to be paid by PACR are to be submitted on a PACR expense voucher with original receipts attached. • Purchase/prepare speaker gifts.
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PROGRAM COMMITTEE CHAIR, continued

	September	<ul style="list-style-type: none"> • Attend the annual meeting and act as site contact person for the association. The President shall convene the annual meeting and introduce the Program Chair at the beginning of the annual meeting. The Program Chair shall then introduce the Program Committee members and inform the membership of any necessary program changes and specifics about the meeting site as needed. • After the annual meeting, compile a summary of the continuing education evaluation summaries and comments for future educational programs. • Send a thank you letter to all speakers, vendors and/or other contributors on behalf of the organization. • Complete a finalized budget of the income and expenses of the annual meeting in Excel format. Send this statement to current as well as incoming Executive Committee members. • Give annual meeting binder containing records of all action of the Chair and Committee(s) to the incoming President, along with a list of any outstanding items by December 1. • Give all prior annual meeting binders and other information to the incoming Program Committee Chair.
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Note:	Examples of all documents and communications relative to the annual meeting can be found in the "Annual Meeting Preparation" binder
Historical Note:	The above procedure was drafted for the 2001 Annual Meeting when the Executive Committee decided not to contract a professional meeting manager for the annual meeting preparation. In 2001, PACR assumed sole responsibility for development of the annual meeting. The Vice President was Program Chair and all members of the Executive Committee functioned as the program committee in 2001.

EDUCATION COMMITTEE CHAIR

The education chair shall remain in contact with the president and shall:		
1.	Appoint at least two active members to the committee.	
2.	Coordinate local/regional programs as approved by Executive Committee by completing the following tasks:	
A.	Recruit and select a facility to host a program	
	<ul style="list-style-type: none"> • Establish a contact person(s) for coordination of the program - either the cancer registrar or the facility's CME department. • Determine a tentative date(s) for the program • Determine expenses to be incurred by the hosting facility 	
	Obtain speaker(s):	
	<ul style="list-style-type: none"> • Submit a letter of request for speaker (ACoS/NCRA) • If speaker is from the hosting facility, review procedure for speaker confirmation letters with the contact person(s). 	
C.	Send letter to the speaker(s) confirming their commitment to speak at the PACR sponsored educational program.	
	Note	Include the following information in the letter: date, time and location of speaking engagement, requested topic, need for audiovisual equipment, request curriculum vitae and speaker's educational objectives of program, need for speaker honorarium, travel and lodging expectations, and brief description of intended audience and program objectives.
D.	Develop Program agenda	
	<ul style="list-style-type: none"> • Establish a start and finish time • Develop final program schedule (i.e., speaker times, breaks, lunch etc.) 	
E.	Develop Program Brochure	
	Note	Include the following in the program brochure: Directions to facility from all points in the state, directions to the meeting room, parking instructions, presenter(s) name, credentials, title/topic of presentation, course description/objectives, application for CE credits, name/telephone of contact person at hosting facility and education chair, program fee and registration deadline date.

EDUCATION COMMITTEE CHAIR, continued

F.	Obtain mailing labels from the PCR, PACR membership chair and bordering state registries, if necessary.	
G.	Mail program brochure <u>at least 45 days</u> prior to the date of the scheduled program.	
H.	Post Program information on PACR website.	
I.	Complete the NCRA Program Recognition Application located on the NCRA website at http://www.ncra-usa.org/certification/cehours.htm .	
	Note	Send the program recognition form along with the supporting documentation
	Address	Program Recognition Committee Chair c/o NCRA 1340 Braddock Place, Suite 203 Alexandria, VA 22314.
J.	Develop an evaluation form	
	Notes:	<ul style="list-style-type: none"> • Each program shall be evaluated by the participants. • An evaluation form should be distributed at the beginning of the program facilitating completion. • This form will be used as a needs assessment tool for the development of future programs for the membership. • The evaluation form shall include questions related to the content of the program, program length, and speaker ability/knowledge and facility accommodations.
K.	Develop and maintain a registration list.	
	Notes	<ul style="list-style-type: none"> • The list should be an alphabetical listing of participants, including hospital or facility affiliation. • It should be used as an attendance sign-in sheet and will include payment status. • A copy of the attendance list should be distributed to all participants as a means of reference and networking.
L.	Prepare name tags for all registrants and speakers	
M.	Prepare the CME certificates	
	Note	The CME certificate will be completed, signed and distributed at the close of the program.

EDUCATION COMMITTEE CHAIR, continued

N	Assemble training packets.	
	Notes	<ul style="list-style-type: none"> • The education chair will forward all program materials to the host contact person(s) one week prior to the program. • The education chair or host contact person(s) will copy all materials received from the speakers and/or assemble packets for distribution during registration. • The PACR application will be included in the packets.
O	Purchase/Prepare Speaker and Host gifts of appreciation.	
	Historical Notes	<ul style="list-style-type: none"> • 1999 and 2000- a PACR coffee mug • 2005 \$ 50 gift card
P	Oversee the flow of the program on the day of the session	
Q.	Summarize evaluations	
R.	Send letters of appreciation to each speaker acknowledging their presentation along with a summary of the evaluation scores within <u>one week</u> of the program	
S.	Request an itemized bill from the hosting facility, addressed to the education chair.	
T.	Forward bill to Treasurer	
	Note	This bill should be received and forwarded to the treasurer for payment not more than 30 days after the program.
U.	Post program materials on the PACR website	
V.	Review the summarized evaluation results with the executive committee at the next board meeting following the program.	
W.	File all material/correspondence related to the program by program title and date for future reference.	
	Notes	<ul style="list-style-type: none"> • Suggested format: Prepare a binder of education program preparation materials to include: budget sample, generic preparation checklist, announcements, CE application and brochure samples and forms. Include actual samples from the previous years as well as blank forms. • Include a disk/CD copy of forms in WORD format.

EDUCATION COMMITTEE CHAIR, continued

3.	Purchase and oversee the addition of the NAACCR web modules to the PACR website. Users will do the following to register for a webinar:	
	<p><u>If user is not a current PACR member.</u></p> <ol style="list-style-type: none"> 1. He/she will join online. 2. Upon receipt of membership confirmation, user will register for the webinar online. 3. Webmaster will check BOD Dashboard to confirm membership status. If necessary, webmaster will contact the Treasurer to confirm that membership payment has been received. 4. Webmaster will send an email to the user within 2 business days of confirmation of membership status. The email address will be obtained from the shopping cart. 	
email	<p>Dear PACR member,</p> <p>Thank you for your interest in the NAACCR webinars. You are confirmed as a PACR member. To access the webinar, please visit _____.</p> <p>The user name is _____ and password is _____(case-sensitive). Please let me know if I can be of further assistance.</p>	
	<p><u>If user is a current PACR member</u></p> <ol style="list-style-type: none"> 1. Webmaster will check BOD Dashboard to confirm membership status. If necessary, webmaster will contact the Treasurer to confirm that membership payment has been received. 2. Webmaster will send an email (see above) to the user within 2 business days of confirmation of membership status. The email address will be obtained from the shopping cart. 	
Handouts	Handouts for the webinar and the CE certificate are available on the NAACCR website.	
4.	<p><u>PACR CTR Exam Webinar Scholarship</u></p> <p>Monitor website for active applications and present to executive committee at first F2F meeting following June 1 deadline for the selection process. Recipient will be notified by the President.</p>	

EDUCATION COMMITTEE CHAIR, continued

5.	Monitor the NCRA and NAACCR websites for announcements of educational programs that would benefit the PACR membership. Send appropriate announcements to the Public and Media Relations Chair with a request to have them added to the PACR website.
6.	Monitor the PACR website and notify the Public and Media Relations Chair to delete announcements that have expired.
7.	Pass on all binders and files from programs held throughout the year and any unfinished business to the incoming chair.

NOMINATING COMMITTEE CHAIR

The nominating chair shall work closely with the Executive Committee in accordance with the Bylaws and shall:	
1.	Become familiar with the eligibility criteria as stated in the bylaws, the balloting return and tabulation processes to ensure all requirements have been met prior to placing a name on the ballot
2.	Delegate areas of responsibility within the Nominating Committee.
	Note The committee consists of an appointed Chairperson and three members.
3.	Schedule conference call meetings with committee to discuss timelines and progress of ballot as needed.
4.	Solicit PACR members to run for office by following this timeline:
January-May	<ul style="list-style-type: none"> • Arrange a “Call for Nominations” via our website to all voting members with officer guidelines attached. Direct them to the PACR website www.pacr.org to review Job Descriptions and complete the online Nominating Agreement form. <i>(This message should be sent every 2-3 weeks during this time frame)</i> • Divide the current membership list (on website) among the nominating committee for personal phone calls and recruitment. Submit articles to “<i>Keeping Pace... With PACR</i>” during this time period to solicit candidates.
June	<ul style="list-style-type: none"> • Review electronic nominating agreement forms, verify that the candidates qualify to run for an office. Ask them to post a Nominee Election Bio Form and Photo to the website if they would like. <i>(Photo is not mandatory)</i>.
July	<ul style="list-style-type: none"> • Provide the membership with a complete slate of candidates for the available offices. The Webmaster (KnowledgeConnex and not the web liaison) will send electronic notification to the eligible voting members (Active and Honorary Life) that the ballot is located on the PACR website (www.pacr.org). Inform the membership that the candidate’s Nominee Election Bio Form and photo are on our PACR website (www.pacr.org), for review. Hard copy ballots & Nominee Election Bios with instructions will be mailed to eligible voting members who do not have an e-mail address. The notice that is sent to the voting members will include the members PACR ID number for their use when voting and for voting verification. (See FORMS section of Operation Manual for example.) • E-mail notification of the ballots must be distributed to the membership no later than 60 days prior to the annual meeting. <i>(Example: Annual Meeting Date September 24th-26th. Ballots out by July 24th).</i> • Ballots must be received thirty (30) days prior to the annual meeting. <i>(Example: Annual Meeting Date September 24th-26th. Ballots must be returned by August 24th).</i>

NOMINATING COMMITTEE CHAIR, continued

	August	<ul style="list-style-type: none"> • The ballots will be tallied by the Webmaster. No one, including the Executive Committee members will have access to the results during the election except the Webmaster. • Eligibility of each ballot will be verified by the Webmaster utilizing the PACR membership number attached to the vote. If more than one vote is received electronically from a member, the first vote will be counted and the rest discounted. • The results of the vote will be sent to the Nominating Chair by the Webmaster. If a vote results in a tie, the election will be decided by lot at the annual meeting; • Notify the president and president-elect (via e-mail-if possible) of the election results.
	September	<ul style="list-style-type: none"> • The Chairperson of the Nominating Committee will notify all nominees for all offices, in writing, of the election results no less than three (3) weeks prior to the annual meeting. • Summarize the election process at the annual meeting. This report should include the date the ballots were mailed; the number returned, those declared ineligible, and the winners of the election; • At the Annual Business Meeting, request a motion to delete the ballots on the website. The ballots will be deleted by the Webmaster
5.	Pass on any unfinished business to the incoming chair.	

BYLAWS COMMITTEE CHAIR

In addition to assisting the president and serving as historian, the bylaws chair shall function in accordance with the bylaws and shall:		
1.		Maintain an informal log of bylaw issues that have been addressed at the executive committee meetings through out the year.
2.	February	Solicit the membership to submit proposed changes no less than sixty (60) days prior to the annual meeting.
	Note:	This can be done via an article in the first newsletter of the year, by e-mail blast, or US postal service.
3.		Review the proposed changes received from the membership and/or the executive committee.
4.	June- July	Submit a summary of proposed changes to the executive committee for discussion.
5.		Adhere to the recognized format when submitting proposed bylaws for review.
	Note:	The recognized format for proposed bylaws changes includes; <ul style="list-style-type: none"> • The current bylaw as written • The proposed change – rewritten in its entirety. • Rationale for the change.
6.	August	Mail proposed bylaws changes with rationale and Executive Committee recommendation for action to the membership at least thirty (30) days prior to the annual meeting*.
7.		Announce proposed bylaws changes at annual meeting and serve as moderator for discussion and adoption.
8.	October	If the bylaws are revised at an annual meeting, distribute the revised bylaws to the membership within two months after the annual meeting*.
9.		Pass on any unfinished business to the incoming chair
Note		* These actions are dictated by Article VII, Section 7.4 of the PACR bylaws. Any change to this procedure may require a bylaws revision.

HISTORIAN

The Historian will assist the President by adhering to the Bylaws and shall:	
1.	Keep the PACR seal
Historical Note	The seal referred to is a paper seal utilized when the organization was called PTRA. The whereabouts of PACR seal is unknown and was not passed onto the 2007 Historian
2.	Maintain a library of PACR newsletters.
3.	Assemble historical material from the annual meeting.
4.	Maintain a photo album of various events and collect mementos during the year that may be donated by PACR members or other persons
Historical Note:	No historical items are currently on file; these were lost in previous years. In 2007 a new Photo/Scrap Book was created with historical materials that were collected in 2007).
5.	Maintain a library of legislative issues concerning the cancer registry field including proclamations recognizing cancer registrars' week.
6.	Maintain a list of elected officers, appointed chairpersons and committee members of each year.
7.	Maintain a copy of the Articles of Incorporation (PTRA) and Articles of Amendment (PACR) of the organization.
8.	Assemble an exhibit displaying time of historical significance at the annual meeting.
9.	Act as, or solicit photographer for annual meeting and other events; work with Program Chair and other Executive committee members to assemble photo album (this album can be electronic, such as on PACR website).
10.	Maintain electronic file of PACR Logo (s).
11.	Pass on all records and unfinished business to the incoming Chair.

PUBLIC AND MEDIA RELATIONS COMMITTEE CHAIR

The Public and Media relations chair will generate the organizational newsletter in accordance with the Bylaws.					
1.	Establish a committee of two or more members.				
2.	Establish Advertisement rates for next year during the combined executive board meeting held during the Annual Meeting. Forward rates to VP to add to the Ops Manual				
	<table border="1"> <tr> <td>2010 Advertisement Rates:</td> <td> <ul style="list-style-type: none"> \$120/page per issue \$ 60/half page per issue \$ 30/quarter page per issue </td> </tr> </table>	2010 Advertisement Rates:	<ul style="list-style-type: none"> \$120/page per issue \$ 60/half page per issue \$ 30/quarter page per issue 		
2010 Advertisement Rates:	<ul style="list-style-type: none"> \$120/page per issue \$ 60/half page per issue \$ 30/quarter page per issue 				
3.	Establish Employment Advertisement rates for next year during the combined executive board meeting held during the Annual Meeting. Forward rates to VP to add to the Ops Manual				
	<table border="1"> <tr> <td>2010 Employment Rates:</td> <td> <ul style="list-style-type: none"> • Single Issue \$30 • Single Issue and single email distribution \$50 • Single Issue and single email distribution and listing on website for 90 days \$100 </td> </tr> <tr> <td>Ad Specs</td> <td> <p>The following information may be included in the employment ad:</p> <ul style="list-style-type: none"> ➤ Job Title ➤ Job Location ➤ Job Description ➤ Contact Information to include: <ul style="list-style-type: none"> ▪ Name of Contact ▪ Organization ▪ Mailing Address ▪ Email Address ▪ Phone ▪ Fax <ul style="list-style-type: none"> • Request the name, mailing and email address of the person who is to receive the invoice if one is requested. Forward the information to the Treasurer. </td> </tr> </table>	2010 Employment Rates:	<ul style="list-style-type: none"> • Single Issue \$30 • Single Issue and single email distribution \$50 • Single Issue and single email distribution and listing on website for 90 days \$100 	Ad Specs	<p>The following information may be included in the employment ad:</p> <ul style="list-style-type: none"> ➤ Job Title ➤ Job Location ➤ Job Description ➤ Contact Information to include: <ul style="list-style-type: none"> ▪ Name of Contact ▪ Organization ▪ Mailing Address ▪ Email Address ▪ Phone ▪ Fax <ul style="list-style-type: none"> • Request the name, mailing and email address of the person who is to receive the invoice if one is requested. Forward the information to the Treasurer.
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| 4. | **NEWSLETTER DUTIES** Call for articles, draft/develop, edit and ensure publication of a minimum of four (4) ‘KEEPING PACE... with PACR’ newsletters per year. |
| | | | | |---------------|--| | Notes: | <ul style="list-style-type: none"> • The newsletters should incorporate the PACR logo. • After the newsletter has been edited and approved by the Public and Media Relations Committee, submit the draft to the Executive Committee for final editing prior to distribution. • The final version is distributed to the membership, sponsors and those who purchased employment ads in a PDF format. • Paper newsletters are distributed via USPS for members with no email addresses or for those unable to receive attachments. | |---------------|--| |

PUBLIC AND MEDIA RELATIONS COMMITTEE CHAIR, continued

<p>Notes continued</p>	<ul style="list-style-type: none"> • Observe copyright laws when publishing materials from other publications. • Adhere to the PACR Code of Ethics in all publications. 										
<p>Content:</p>	<p>The contents of the ‘KEEPING PACE... with PACR’ newsletter shall include:</p> <ul style="list-style-type: none"> A. Reports of the Association B. President's Reports C. Committee activity reports D. Election results E. The names of new members, and F. At least once yearly, include a link to the membership application on PACR website. G. Professional articles and activities of interest to the organization H. Publication of job opportunities as requested I. Other special articles as directed by the President. J. Organization deadlines-call for distinguished member nominations is published in the 1st issue of the year 										
<p>Deadlines</p>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>Submission by</u></td> <td style="text-align: center;"><u>Publication by</u></td> </tr> <tr> <td style="text-align: center;">February 15</td> <td style="text-align: center;">March 15</td> </tr> <tr> <td style="text-align: center;">May 15</td> <td style="text-align: center;">June 15</td> </tr> <tr> <td style="text-align: center;">August 15</td> <td style="text-align: center;">September 15</td> </tr> <tr> <td style="text-align: center;">November 1</td> <td style="text-align: center;">November 28</td> </tr> </table>	<u>Submission by</u>	<u>Publication by</u>	February 15	March 15	May 15	June 15	August 15	September 15	November 1	November 28
<u>Submission by</u>	<u>Publication by</u>										
February 15	March 15										
May 15	June 15										
August 15	September 15										
November 1	November 28										
<p>5.</p>	<p>Solicit advertisers/corporate sponsors throughout the year and advertise in the newsletter for a 12 month period after payment is received.</p>										
<p>6.</p>	<p>Publish employment opportunities in ‘KEEPING PACE... with PACR’ and notify the membership via email blast once proper payment is received.</p>										
<p>Note</p>	<p>Employment notices are published in the newsletter and/or emailed to the membership for the fees set by the Executive Committee.</p>										
<p>7.</p>	<p>Submit a request for reimbursement for printing and mailing costs to the Treasurer for each issue using a PACR expense voucher form with original receipts attached.</p>										
<p>8.</p>	<p>Perform the following Website Project Manager duties:</p> <p><u>WEBSITE DUTIES</u></p> <ol style="list-style-type: none"> 1. Monitor contract with Website Host, KnowledgeConnex, and submitting a yearly budget proposal for the www.pacr.org Website (& Public Relations) to the PACR Executive Committee. 2. Act as liaison between PACR & KnowledgeConnex. Submit change requests to KnowledgeConnex in a timely manner & follow-up on completion of requests & verify/test changes when appropriate. 										

PUBLIC AND MEDIA RELATIONS COMMITTEE CHAIR, continued

	<ol style="list-style-type: none"> 3. Email the incoming Executive Committee names, Office/Chair position and email addresses to KnowledgeConnex so they can replace the outgoing Executive Committee names on the About Us page of the website & the dashboard. 4. Work with PACR Officers & Chairs as needed to obtain content/updates/changes from them to post to the website. When needed instruct them on the use of the website capabilities. 5. Executive Committee dashboard – this tool is designed to be used by the entire Executive Committee and content can be added/deleted/changed as warranted by the Committee. Each Committee member is responsible for monitoring the dashboard for messages, content, applications, etc...The Website Project Manager can issue reminders to Committee member(s) if action is needed on a particular feature. 6. Job Postings – work with advertisers and Webmaster to post job advertisements to the website. 7. Corporate Sponsors – work with Corporate Sponsors & Webmaster to post Corporate Sponsor details and/or logo to the website. 8. Education – work with the Education Chair, Webmaster and NAACCR as needed to post additional webinars in the online library. 9. Share Contact Us Comments with the Executive Committee. Distribute the Comments to appropriate Officer/Committee Chair to respond to if necessary. 10. Report any suspicious website activity to the webmaster immediately, such as fake online form submissions i.e. Job Board postings. 11. Documents given to the Webmaster for posting to www.pacr.org should be in pdf format. If you don't have this capability, then ask the Webmaster to post the document in pdf format. 12. Send email blasts to the PACR membership including the newsletter, announcements and meeting details and/or other email blasts as requested by the Executive Committee. Assist Committee members with this task as needed if they choose to send the email blast. 13. Manage the following website items: 	
Dashboard password		Annually request a new dashboard password & have the previous years disabled. Distribute this to the incoming Executive Committee for use
Dashboard – Membership Change Request password		Annually request a new dashboard Membership Change Request form password & have the previous years disabled. Distribute this to the incoming Membership Chair for use
Members page		Update dates used re: “Membership apps received after...”

PUBLIC AND MEDIA RELATIONS COMMITTEE CHAIR, continued

	Membership application & thank you message	Update Membership Chair's name & address; update member fees as needed;
	Resources	Monitor that links work correctly; add/delete links as needed
	Distinguished member form	Change date (just above the submit button)
	Nomination form	Change the date (year listed twice)
	Careers - Job Board posting	Update the fees; update Treasurer's name & address; update ad deadlines; request removal of job ads as needed
	Corporate Sponsor	Update Treasurer's name & address; verify fee is still correct
	About Us	Add name of Past President and Distinguished Members as needed; Update Executive Committees titles and job descriptions as needed; Update Ops Manual & Bylaws as needed.
	Education	Update names of new CTRs; Post educational events and Annual Meeting details;
	Home page	Update Events and News box with timely information
	Members Only	Update content as needed with Executive Committee minutes, Legislative reports, PACR Newsletters, Membership Directory and Awards applications
9.	Assume responsibility for any additional publications as directed by the executive committee; these may include notices to NCRA, newspaper releases, items for immediate response, and/or other public announcements.	
10.	Solicit Corporate Sponsors of PACR via email, telephone, postal mail or other forms of communication available. 2010 Corporate Sponsorship rate is \$500.	
11.	Send Thank You letters on behalf of the Executive Committee to paid Corporate Sponsors.	
12.	Pass on all correspondence, advertisers, and a disk copy of all newsletters produced in the current year to the incoming Public and Media Relations chair.	
13.	Pass on any unfinished business to the incoming chair.	

LEGISLATIVE COMMITTEE CHAIR

The chair shall assist the president with legislative affairs in accordance with the Bylaws and shall:			
1.	Monitor current cancer related legislation, advising the President and Executive Committee of pending registry related legislation.		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Websites</td> <td> <ul style="list-style-type: none"> • http://www.psoh.org/ • US Representatives: https://forms.house.gov/wyr/welcome.shtml • US Senators: http://www.senate.gov/general/contact_information/senators_cfm.cfm • PA Legislators : http://www.legis.state.pa.us/cfdocs/legis/home/find.cfm • PA General Assembly for status on pending legislation : http://www.legis.state.pa.us/cfdocs/legis/home/session.cfm </td> </tr> </table>	Websites	<ul style="list-style-type: none"> • http://www.psoh.org/ • US Representatives: https://forms.house.gov/wyr/welcome.shtml • US Senators: http://www.senate.gov/general/contact_information/senators_cfm.cfm • PA Legislators : http://www.legis.state.pa.us/cfdocs/legis/home/find.cfm • PA General Assembly for status on pending legislation : http://www.legis.state.pa.us/cfdocs/legis/home/session.cfm
Websites	<ul style="list-style-type: none"> • http://www.psoh.org/ • US Representatives: https://forms.house.gov/wyr/welcome.shtml • US Senators: http://www.senate.gov/general/contact_information/senators_cfm.cfm • PA Legislators : http://www.legis.state.pa.us/cfdocs/legis/home/find.cfm • PA General Assembly for status on pending legislation : http://www.legis.state.pa.us/cfdocs/legis/home/session.cfm 		
2.	Attend PSOH Board and Annual Meetings		
3.	Submit an article to Keeping PACE		
4.	Pass on any unfinished business to the incoming officer.		

FINANCE COMMITTEE CHAIR

This committee, composed of the President, President Elect, Vice President and Treasurer, will function in accordance with the Bylaws and shall:	
1.	Present all financial issues to the executive committee for discussion
2.	Pass on any unfinished business to the incoming officer.

PACR LIAISONS

The responsibility of each liaison, as detailed in the Bylaws, shall be conducted in a professional manner:	
NCRA	Liaison to NCRA shall be the president of PACR or an appointee if unable to attend the NCRA annual meeting
PSOH	Liaison to PSOH shall be the PACR Legislative Chair.
Other	Other professional liaisons may be established by the Executive Committee to further the purpose of the Association as delineated in Article 2 of the bylaws. The Executive Committee shall approve any member appointed to serve as liaison to another professional organization.
1.	Provide a detailed report to the Executive Committee of activities and business conducted by the professional organization to which the liaison has been appointed.

PACR

Policies and

Procedures

Policy 1:

Policy/Procedure: Executive Committee Conference Registration & Associated Expenses

SUBJECT: Payment of conference registration and associated expenses for Executive Committee Members

JUSTIFICATION: Not all employers will pay for members to attend conferences. Since Executive Committee members continue to perform the duties and responsibilities of their office at various meetings and conferences, give of their personal time to attend meetings and perform duties of the office during their term and often use hospital/employer time and equipment to perform PACR duties, the Executive Committee agreed PACR should pay any one or all of the expenses listed below to recognize members and their employers for their contributions to the organization and also to insure representation of PACR at appropriate conferences and meetings.

POLICY:

1. In the absence of employer reimbursement, registration fee and travel expenses for PACR Officers and Committee Chairpersons to attend conferences and meetings shall be waived or reimbursed under the following conditions:
 - The PACR budget can support payment of registration and/or transportation and/or \$40 maximum per diem expenses.
- AND
- The Executive Committee Member has not missed more than one Executive Committee meeting in the current year.
 2. The decision to waive or reimburse any one or all of the above for Executive Committee Members shall be made each year based on a current assessment of the Association budget by the Executive Committee as the need arises.

Policy #2

Policy/Procedure: PACR Refund and Outstanding Fee Policy

Subject: The Pennsylvania Association of Cancer Registrars policy regarding refunds requested by registrant's for their cancellation of attendance at PACR sponsored event involving pre-paid registration fees is as follows:

Refund Policy:

1. Registrants must submit a written request for a refund prior to the event.
2. Any cost to PACR, due to the cancellation will be charged to the registrant and debited from the refund.
3. A refund requested prior to the deposit of the registrant's check will be handled by returning the original check if no cost has been incurred by the organization. If the organization has incurred expenses, the check will be deposited and expenses debited from the amount of the refund.
4. A refund requested after deposit of the registrant's check will be held until the check has cleared the banking institutions. Once the check has cleared, the treasurer will refund the appropriate amount.
5. Refund checks will be payable to the person or facility from whom the original check was received. (i.e. if the registration was originally paid by the hospital, the refund will be paid to the hospital)

Outstanding Fee Policy

1. Registration fees for educational sessions will be paid, IN FULL, prior to the scheduled event.
2. Personal checks received by the treasurer will be deposited into the PACR account in a timely fashion, in order to avoid the members' attendance without payment.
3. When late registration is necessary, payment will be accepted on the date of the conference in the form of cash, certified funds (such as money order), or hospital checks. NO PERSONAL CHECKS will be accepted on the day of the conference. It is the responsibility of the individual(s) at the registration table to assure fees are paid before the session begins. Otherwise, the registrant will be turned away from the conference
4. If a personal check payable to PACR for dues, or any educational function, is returned for insufficient funds, every effort will be made to collect the original fee plus additional service charges incurred. ALL such efforts will be in writing to the member and documentation retained for the record.
5. After all efforts have been exhausted to recover funds from the member, and if the outstanding fees are greater than \$100.00, the PACR treasurer will notify the members' employer. (There have been instances where the member believes his/her employer is processing the request for payment and PACR will attempt to retrieve the balance due from the employer).
6. Members who have outstanding debt with PACR will be denied membership and/or attendance at PACR functions until the balance due is cleared. Any future payments made to PACR will be in cash, money order, or hospital funds.
7. A running list of those members with an outstanding debt to PACR will be kept on file by the current membership chair and the treasurer.

Policy #3

Policy/Procedure: Distinguished Member Award Entitlements

SUBJECT: Distinguished Member Award Entitlements

1. Name engraved on the official plaque of PACR maintained by an officer of PACR
2. A smaller plaque for the recipient to retain
3. Registration fee waived for the Annual Meeting where the award is presented.
4. Two (2) nights lodging for the PACR Annual Meeting where the award is presented to be provided by PACR.
5. Mileage reimbursement at the current Federal Rate for the Annual Meeting where the award is presented to be provided by PACR.

DATE: October 6, 2004

REVISED: August 10, 2006

JUSTIFICATION: Not all employers will pay for members to attend conferences. Since the distinguished member award is an honor awarded by PACR to an outstanding registry professional, the Executive Committee agreed PACR should pay any one or all of the expenses listed above to recognize the Distinguished Member at the Annual Meeting where the award is presented.

POLICY:

1. In the absence of employer reimbursement, registration fee and travel expenses for the Distinguished Member Award recipient shall be waived or reimbursed under the following conditions:
 - The PACR budget can support payment/waiver of registration and/or transportation.
2. The decision to waive or reimburse any one or all of the above for the Distinguished Member Award Recipient shall be made by the Executive Committee each year based on an annual assessment of the Association budget

Policy #4:

Policy/Procedure: Distinguished Member Award Nomination and Criteria

Subject: The PACR Distinguished Member Award was established in 1989. The award is to recognize members who have made valuable contributions to the cancer registry profession and to the PACR organization.

Nomination Procedure:

To nominate a fellow PACR member for this award please submit the following:

1. Completed Award Nomination form
2. Copy of the Nominees current resume or curriculum vitae to serve as objective proof for criteria evaluation.
3. A narrative summary of why the person should receive this award

Purpose, Eligibility, Criteria:

Purpose:

1. To honor a member of PACR for outstanding contributions to the registry profession.
2. To encourage Association members to have the desire to contribute to the development and growth of the registry profession.
3. To further public awareness of the scope and importance of the registry professional.

Eligibility: Candidates must have made a significant contribution to the profession in the following ways:

1. service to the association
2. leadership in education
3. achievement in professional practice
4. contributions through research and/or published materials

Criteria: Exemplifies the philosophy of the Pennsylvania Association of Cancer Registrars

1. Promotes the registry profession on a State level as evidenced through active membership in the Pennsylvania association of Cancer Registrars Organization for at least five years and participates actively in any two of the following capacities: Participation by serving as an officer, committee chair and/or committee member.

Policy #4: Distinguished Member Award Nomination and Criteria, continued

2. Promotes the profession on a national level as evidenced through active membership in at least one organization such as the National Cancer Registrars Association (NCRA) or the North American Association of Central Cancer Registrars (NAACCR) for at least five years and participates actively in any two of the following capacities: Serves as a board member, committee chair, task force chair, committee member and/or task force member.
3. Promotes the advancement of the Cancer Registry Profession by adhering to all of the following sub criteria:
 - a. Successful completion of the NCRA certification and maintenance of certified status for at least five years.
 - b. Dissemination of knowledge of practice through consultation to others in the field with proof of authorship of at least five chapters, articles and/or abstracts in reputable peer-reviewed periodicals, (journals, bulletins, magazines, reviews, other regular publications) and/or textbooks.
 - c. Recognized resource person in area of specialty through development or refinement of professional theory and/or techniques as evidenced through proof of being a primary presenter or co-presenter involved in at least five local, state, regional or national workshops, meetings, seminars or conferences.
4. Promotes humanitarian efforts through participation in at least two civic or other community activities in every five year time period with any volunteer and/or charitable organization such as the American Cancer Society, Girl Scouts or Boy Scouts.

Policy #5

Policy/Procedure: Electronic Media Policy and Procedures for Educational Sessions

Policy: The audiovisual program will be administered by the Information Services Department or designated representative under the supervision of the education/program chair. The functions of the program are as follows:

1. Schedule and supervise the use of all audiovisual equipment
2. Consult in the application of the audiovisual services for educational programs

Procedures:

1. Requests for Services

A written proposal for equipment requests and room set-up must be submitted to the contact person at the host facility at least (60) days prior to scheduled event. The proposal will include all associated costs for equipment use and monitoring.

2. Costs

All costs associated with the use of audiovisual services will be presented to the executive committee for review and approval during the planning phase of the scheduled program.

3. Support Services

As part of the AV contract of use a representative will be available during the education program to address any issues that may arise.

4. Audio Conference

Audio conferences will be limited to (2) hours in duration

Policy #6:

Policy/Procedure: PACR Annual Scholarship

Subject: In keeping with the PACR purpose, the Association's Executive Committee will annually consider the awarding of a scholarship at the PACR Annual meeting. The scholarship will be awarded to a current active PACR member. The Scholarship award is subject to the availability of funds in the Association's treasury and will be awarded at the discretion of the Executive Committee. The scholarship will be funded by the monies raised at the previous annual meeting's fund raising activity and if additional monies are needed they will be taken from the Association's treasury.

Eligibility: Eligible members must meet the following qualifications:

1. ACTIVE member
2. Dues must be paid in full by January 31st of the current year
3. Member must submit a completed scholarship application which can be obtained from the PACR website
4. Application must be sent to the PACR Membership Chair online via PACR website form, via email, or postmarked by June 1 prior to the annual meeting (with no exceptions).

Awarding of the Scholarship: The PACR Education Scholarship will be determined as follows:

1. Membership Chair will confirm member's eligibility
2. Membership Chair will deliver valid scholarship applications to the Executive Committee at the meeting held following the June 1 deadline
3. Scholarship will be drawn lottery style at the Executive Committee Meeting held immediately following the June 1st deadline.
4. Winner will be notified by the President.
5. Scholarship awards are not transferable

Scholarship Entitlements: The PACR Education Scholarship will include:

1. Registration to the Association's Annual Meeting
2. Prepaid Hotel accommodations (number of nights will be determined by the Executive Committee but will be a minimum of two).
3. Travel and meal expenses will be the responsibility of the scholarship recipient.

Policy #7

Procedure/Policy: Registration Fees for Education Programs

Purpose: To provide reasonably priced, quality education programs to the PACR membership

General Information

1. The Executive Committee will set registration fees for education programs at the combined Executive Committee meeting held during the Annual Meeting.
2. The registration fee will be applicable to all registrants regardless of the location.
3. The hosting facility's cancer registrars will assist in the development of the program and, therefore, the registration fee will be waived for up to two (2) registrars, regardless of membership status.
4. As requested by NAACCR, only PACR members are eligible to purchase the recorded version of the NAACCR webinars from the PACR website.
5. Effective January 1999, the registration fee per one-day program was set at \$25.00 for members and \$50.00 for non-members. Effective January 1, 2000, the registration fee per one-day program was set at \$40.00 for members and \$70.00 for non-members. Effective November 3, 2007, the registration fee for the recorded version of the NAACCR webinars during the trial period of e-Commerce was set at \$30.00 for members. Effective 1/1/09 NAACCR webinars are free with PACR membership.
6. Registration fees will be collected by the treasurer.
7. Upon completion of each program, the Executive Committee will review the cost of the program.

Procedure/Policy

<u>Date</u>	<u>Action</u>
5/29/2008	Original Draft

Policy #8

Procedure/Policy: Attendance at Education Programs

Purpose: To ensure all PACR education programs are adequately staffed

General Information

1. The Education Chair will attend education programs that are within a reasonable driving distance as a representative of the PACR Executive Committee with un-reimbursed expenses to be paid by PACR. If the Education Chair is not able to attend, another member of the Executive Committee will attend with un-reimbursed expenses to be paid by PACR
2. A moderator will be on-site at each facility to oversee registration and coordinate lunch and breaks.

Procedure/Policy

<u>Date</u>	<u>Action</u>
5/29/2008	Original Draft

POLICY #9

PROCEDURE/POLICY: Requests For Membership Mailing Labels/Lists

PURPOSE: To facilitate direct contact with PACR membership, mailing labels/lists are provided as outlined to local, state or national organizations that promote educational programs, employment or career advancement opportunities to oncology data management professionals.

GENERAL INFORMATION

1. Requests for mailing labels or member lists are forwarded to the Membership Chair and will be distributed as follows:
2. Requests for labels/lists from individuals/organizations sponsoring an educational session will be provided free of charge.
3. Requests for labels/lists for a purpose other than educational programs, career advancement or employment opportunities requires approval of the President
4. Requests for labels/lists from individuals/organizations for any purpose other than education will be provided at the following rate: \$30 per set.
5. For requests requiring payment, the Membership Chair will complete and submit a PACR invoice to the requestor and send a copy to the Treasurer.
 - a. Sets are distributed upon receipt of applicable fees.
6. Any consideration for waiver of fees requires approval of the Finance Committee.

Procedure/Policy

<u>Date</u>	<u>Action</u>
5/21/2008	Original Draft

Policy #10

Procedure/Policy: Vendor Invoicing and Expense Payments

Purpose: Define vendor invoicing and payment of expense vouchers.

General Information

1. The treasurer shall pay monies upon receipt of original bills and vouchers. All requests for funds by a member from the PACR Treasury shall be made using a PACR Expense Voucher (see Attachment/page ###). Vendors may be invoiced using PACR Invoice Voucher (see Attachment/page ###0) or submit requests for payments of goods or services on the vendor's invoice.
2. Invoices, Vouchers and original receipts are required for audit and accounting purposes.
3. Budget reports, detailed financial reports and yearly income statements are prepared from records of income and expenditures.

Procedure/Policy

<u>Actor</u>	<u>Action</u>
Vendor	Submits Vendor Invoice to Treasurer detailing goods/services rendered to PACR.
Treasurer	Treasurer verifies goods/services received. Treasurer submits payment to Vendor within time stated on invoice or within 30 days. Treasurer records details of expenditure (date/purpose/payment) in ledger. Treasurer retains invoice for auditing and accounting purposes.
PACR Member	Submits completed PACR Invoice to vendor detailing goods/services rendered by PACR. Sends copy of invoice to treasurer.
Treasurer	Retains copy for auditing and accounting purposes.
Vendor	Submits invoiced payment within 30 days of invoice date to PACR treasurer.
Treasurer	Record details of payment (date/vendor/service/payment) on invoice and in ledger.
Member	Collects original receipts, organizes receipts by expense type, and attaches receipts to plain white paper. Makes appropriate notes in margin next to receipt. Completes and signs PACR Expense Voucher. Submits completed and signed expense voucher to PACR Treasurer.
Treasurer	Receives voucher from member. Verifies documentation against receipts. Completes Treasurer section of voucher. Submits payment to member within 30 days of receipt of voucher. Records details of expenditure(s) (date/purpose including office or committee information/payment) in ledger. Retains voucher and original receipts for auditing and accounting purposes.

Policy #11

Procedure/Policy: Refunds

Purpose: Define Treasurer’s procedure for Refunds

General Information

Often the Treasurer will need to process a refund to a member or a facility/vendor when overpayment is received

1. Refunds for over payments, for example, Annual Meeting and Conference Registration, will be processed in the following manner:
 - i. Refund check issued and payment details recorded in Treasurer’s ledger
 - ii. A letter with the following information will be created and sent with the payment:
 - PACR refund check number
 - Payee on PACR check
 - Reason for refund
 - Original check number, amount and payment source (name of individual or institution)
2. Copy of letter is retained for audit and accounting purposes.
3. Budget reports, detailed financial reports and yearly income statements are prepared from records of income and expenditures.

Procedure/Policy

<u>Actor</u>	<u>Action</u>
Member/Vendor	Submits overpayment to Treasurer detailing goods/services rendered to PACR.
Treasurer	Treasurer verifies the overpayment. Treasurer determines if original check should be returned or difference should be refunded. If refund is requested, Treasurer determines who the payee is and who will receive the refund. Treasurer creates letter detailing refund (PACR check number, Payee, Reason for Refund, original incorrect check number, amount and payment source)
Treasurer	Treasurer retains copy of letter for auditing and accounting purposes.

Policy #12
Policy/Procedure: Audit Schedule

Purpose: Define PACR Audit Schedule

Audit Type	Financial Statement Date Range	Deadline	Treasurer Cycle
Internal	01/01/1998-12/31/1998	<i>*completed May 1999</i>	2002-2003 (Gerboc)
Internal	01/01/1999- 12/31/1999	<i>*completed June 2000</i>	
External	01/01/2000- 08/30/2003	<i>*completed September 2003</i>	2004-2005 (Newman)
Internal	01/01/2004-12/31/2004		
Internal	01/01/2005-12/31/2005	<i>*completed 3/6/2006 for Financial 2004 and 2005 statements</i>	2006-2007 (Gerboc)
Internal	01/01/2006-12/31/2006	<i>*completed February 2007</i>	
External	01/01/2007-12/31/2007	By September 1, 2008	2008-2009 (Schneider)
Internal	01/01/2008-12/31/2008	By July 1, 2009	
Internal	01/01/2009-12/31/2009	By July 1, 2010	2010-2011 (TBA)
Internal	01/01/2010-12/31/2010	By July 1, 2011	
Internal	01/01/2011-12/31/2011	By July 1, 2012	2012-2013 (TBA)
External	01/01/2012-12/31/2012	By September 1, 2013	
Internal	01/01/2013-12/31/2013	By July 1, 2014	2014-2015 (TBA)
Internal	01/01/2014-12/31/2014	By July 1, 2015	
Internal	01/01/2015-12/31/2015	By July 1, 2016	2016-2017 (TBA)
Internal	01/01/2016-12/31/2016	By July 1, 2017	
External	01/01/2017-12/31/2017	By July 1, 2018	2018-2019 (TBA)
Internal	01/01/2018-12/31/2018	By July 1, 2019	
Internal	01/01/2019-12/31/2019	By July 1, 2020	2020-2021 (TBA)
Internal	01/01/2020-12/31/2020	By July 1, 2021	
Internal	01/01/2021-12/31/2021	By July 1, 2022	2022-2023 (TBA)
External	01/01/2022-12/31/2022	By July 1, 2023	

Policy #13

Procedure/Policy: Travel and Business Expenses for Executive Committee Members

Purpose: It is PACR policy to reimburse Executive Committee members for expenditures incurred while traveling for approved PACR business or educational trips.

General Information

1. All requests for funds by an Executive Committee member from the PACR Treasury shall be made using a PACR Travel and Business Expense Report form (*see Attachment/page ###*).
2. PACR Executive Committee members are expected to keep costs at a reasonable level in accordance with the approved annual budget.
3. Travel and Business Expense Reporting
 - a. The Travel and Business Expense Report form is to be completed by the payee and submitted to the PACR Treasurer within thirty (30) days of the conclusion of the event/trip.
 - b. For audit purposes, **original receipts, canceled checks or bills of any and all airline tickets, hotel accommodations, automobile rentals, parking, tolls, and other expenses must** be attached to the Travel and Business Expense Report. Unusual occasions which make receipts inappropriate or difficult to obtain must be documented in writing.
 - c. Transportation
 - i. Personal Car: When used, mileage is reimbursable at the current IRS approved rate per mile and will include travel between payee start and end point, city and state. If an Executive Committee member car pools with someone, whether another Executive Committee member or not, mileage must only be paid if the automobile used belonged to and was driven by the current Executive Committee member. Mileage specifically will not be paid to non-executive committee members in a carpool situation. Any person driving his/her own or other privately owned vehicle while traveling on PACR business, drives said car upon his/her own choice and not as an agent for PACR and it is expressly understood that he/she assumes all responsibility for accidents, property damage, public liability and fines.
 - ii. Rental Vehicle: Must not exceed total mileage reimbursement rate for personal vehicle based on calculated rates using current IRS approved rate per mile.

Policy #13: Travel and Business Expenses for Executive Committee Members
(continued)

1. Rental cars should be used when the nature of the trip is such that use of local transportation, such as hotel shuttles and taxis, is not practical, or, in the case of unforeseen unavailability of personal car.
 2. Rental cars selected should be the most economical selection or whatever is available from the rental company at the time.
 3. Only collision insurance should be purchased.
 4. Rental cars should never be returned without a full tank of gas.
 5. Mileage is not reimbursed on rental vehicles.
 6. Payee will be held personally responsible for any no show fees assessed by the car rental company.
- iii. Airfare: Should not exceed the total mileage reimbursement rate for personal vehicle based on calculated rates using current IRS approved rate per mile unless extenuating circumstances require immediate travel by air.
1. All airline reservations are the responsibility of the payee. All flights for domestic PACR business must be coach class. If a non-refundable flight is purchased to contain costs, the payee must notify the airline and PACR Finance Committee if the event is canceled.
 2. Group discounts on airfare should be obtained when multiple PACR members are traveling simultaneously when possible.
 3. Fees resulting from loss of unused airline tickets are the responsibility of the traveler.
- d. Lodging
- i. Single room rates will be reimbursed unless otherwise previously approved by PACR for PACR-related events. Payee should make use of any discounts available within specific programs or seminars.
 - ii. Personal credit cards or other personal payment method to be used to pay for incidentals not reimbursable by PACR.

Policy #13: Travel and Business Expenses for Executive Committee Members
(continued)

- e. Meals and Tips
 - i. Original meal receipts must be attached and must be itemized per day on the Travel and Business Expense Report.
 - ii. Reimbursement for alcoholic beverages will not be permitted. The cost for alcoholic beverages must be subtracted from total meal cost. If the cost for an alcoholic beverage is not deducted prior to submission for reimbursement, then Treasurer will deduct said fee prior to releasing any reimbursement money.
 - f. Miscellaneous Items: Miscellaneous items must be identified on the Travel & Business Expense form.
 - g. If a spouse or guest accompanies the payee on the trip, all expenses of that individual(s), including but not limited to, airfares, hotel accommodations and meals will be the personal obligation of the payee.
 - h. Travel & business expenses incurred by the Treasurer must be countersigned by a member of the PACR Finance Committee.
4. Reimbursement
- a. The Treasurer shall pay monies within thirty (30) days after receipt of original bills and vouchers.

Policy # 14

Procedure/Policy: Annual Meeting Speaker Registration and Associated Expenses for PACR Members

Purpose: It is PACR policy to reimburse associated expenses for annual meeting speakers who are members of PACR.

General Information:

1. **Speakers will be offered an honorarium of a \$50.00 gift card/check and will be reimbursed for travel expenses per scheduled day(s) of presentation not to exceed the cost of registration for that day.**
 - a. Speakers will be asked to waive or accept the honorarium during the annual meeting planning process.
 - b. Speakers who are not able to or choose not to accept a gift card/check by nature of their employer status or other reason and who are also registering to attend other Annual Meeting sessions may request a waived registration for the day(s) of presentation.
2. **Speakers must register for the meeting and pay the registration fee if attending other PACR Annual Meeting sessions.**
 - a. As noted above, speakers who are not able to or choose not to accept a gift card/check by nature of their employer status or other reason and who are also registering to attend other Annual Meeting sessions may request a waived registration for the day(s) of presentation.
3. All requests for funds shall be made using a PACR Travel and Business Expense Report form.
4. PACR adheres to the most current Internal Revenue Service (IRS) requirements to substantiate the amount.
5. Travel and Business Expense Reporting
 - a. The Travel and Business Expense Report form is to be completed by the payee and submitted to the PACR Treasurer within thirty (30) days of the conclusion of the event/trip.
 - b. In keeping with IRS regulations, original receipts, canceled checks or bills of any and all parking, tolls, and other expenses *must* be attached to the Travel and Business Expense Report. Unusual occasions which make receipts inappropriate or difficult to obtain must be documented in writing.

Policy # 14: Annual Meeting Speaker Registration and Associated Expenses for PACR Members

c. Transportation:

i. Personal car: When used, mileage is reimbursed at the current available IRS approved rate per mile and will include travel between home or business to the point of completion of travel and return. Any person driving his/her own or other privately owned vehicle while traveling on PACR business drives said car upon his/her own choice and not as an agent for PACR. It is expressly understood that he/she assumes all responsibility for accidents, property damage, public liabilities and fines.

i. Rental Vehicle: Must not exceed total mileage reimbursement rate for personal vehicle based on calculated rates using current IRS approved rate per mile.

1. Rental cars should be used when the nature of the trip is such that use of local transportation, such as hotel shuttles and taxis, is not practical, or, in the case of unforeseen unavailability of personal car.
2. Rental cars selected should be the most economical selection or whatever is available from the rental company at the time.
3. Only collision insurance should be purchased.
4. Rental cars should never be returned without a full tank of gas.
5. Mileage is not reimbursed on rental vehicles.
6. Payee will be held personally responsible for any no show fees assessed by the car rental company.

6. Reimbursement

a. The Treasurer shall pay monies within thirty (30) days after receipt of original bills and vouchers.

Policy #15

Procedure/Policy: PACR CTR Exam Webinar Scholarship

Purpose: In keeping with the PACR purpose, the Association's Executive Committee will annually consider the awarding of partial scholarships to members who wish to participate in the NAACCR CTR Exam Webinar Series prior to taking the CTR Exam.. The scholarships will be awarded to current active PACR members. The Scholarships awards are subject to the availability of funds in the Association's treasury and will be awarded at the discretion of the Executive Committee.

Eligibility: Eligible members must meet the following qualifications:

1. ACTIVE member
2. Dues must be paid in full by January 31st of the current year
3. Members must submit a completed scholarship application which can be obtained from the PACR website
4. Applications must be submitted online by June 1.

Awarding of the Scholarship: The PACR CTR Education Scholarship will be determined as follows:

1. Education Chair will confirm member's eligibility
2. Scholarships will be drawn lottery style at the Executive Committee Meeting held immediately following the June 1st deadline.
3. Winner will be notified by the President.
4. Scholarship awards are not transferable

Scholarship Entitlements: The PACR CTR Exam Webinar Scholarship will include \$100 payable to NAACCR for partial payment of the NAACCR CTR Exam Webinar Series.

Policy # 16

Procedure/Policy: Promotion of Other Professional Organizations

Purpose: It is PACR policy to provide mechanisms for promoting the activities of other professional organizations having common interests with the cancer registry community.

General Information

1. **Designated Professional Organizations:** The following professional organizations have been designated by the PACR Executive Committee as having common interests with the cancer registry community by virtue of their organizational mission statement. This list will be reviewed on at least an annual basis.
 - a. National Organizations
 - i. American College of Surgeons Commission on Cancer (ACoS CoC)
 - ii. National Cancer Registrars Association (NCRA)
 - iii. North American Association of Cancer Registrars (NAACCR)
 - iv. American Society of Therapeutic Radiation Oncology (ASTRO)
 - v. American Society of Clinical Oncology (ASCO)
 - vi. Oncology Nursing Society (ONS)
 - vii. American Health Information Management Association (AHIMA)
 - b. State Organizations
 - i. Neighboring State Cancer Registry Organizations
 1. Maryland
 2. New Jersey
 3. New York
 4. Ohio
 5. West Virginia
 - ii. Pennsylvania Society for Oncology and Hematology (PSOH)
 - iii. Pennsylvania Cancer Control Consortium (PAC3)
 - iv. Pennsylvania Health Information Management Association (PHIMA)
 - c. Regional Organization
 - i. Central PA- CPHIMA
 - ii. Lehigh Valley- LVPHIMA
 - iii. Northeastern PA- NEPHIMA
 - iv. Southeastern PA- SePHIMA
 - v. Western PA- WPHIMA
2. **Promotional Services:** The following promotional services will be made available by PACR to the designated professional organizations as a courtesy. There will be no cost associated with these services.
 - a. Link to the organization main webpage will be posted on the PACR website.
 - i. Designated professional organizations will have the right to request removal of their website link at any time.
 - ii.

Policy # 16: Promotion of Other Professional Organizations (continued)

- b. E-blasts (electronic email distribution) will be distributed to PACR members by either the PACR Public and Media Relations Chair or Education Chair depending on the nature of the e-blast (*see Distribution of Promotional Materials*).

NOTE: PACR works on the premise that professional organizations will have their own websites. By providing links to those websites and the capability of distributing e-blasts to PACR members, promotion of specific events can be achieved. Additionally, state-based cancer registry organizations have the capability to note offerings on the NCRA website Resources page and it is not the intention of PACR to duplicate/monitor specific state-based offerings.

- 3. **Submission of Promotional Requests:** All requests for e-blasts must be submitted in writing within ten (10) business days of the activity being promoted. PACR will not guarantee immediate distribution of materials submitted in a less timely manner.
 - a. E-blast content should be submitted to the PACR Public and Media Relations Chair using one of the following methods.
 - i. As a direct email message to be forwarded to PACR membership.
 - ii. As a MS-compatible document to be sent as an attachment to an email message to be forwarded to PACR membership.
 - 1. Word
 - 2. Powerpoint
 - 3. Publisher
 - b. E-blast content is the responsibility of the submitting organization. PACR will only make a fundamental review of submitted material to assure content is in line with PACR objectives.
- 4. **Approval of Promotional Requests:** The PACR Public and Media Relations Chair will review, approve or deny requests for promotional services as follows.
 - a. The Public and Media Relations Chair will verify the profession organization is on the approved list.
 - b. If the organization is not on the approved list, the Public and Media Relations Chair will send an email to the full executive committee to gain approval to have them added to the list as appropriate. Five (5) days will be provided for a response.
 - c. The public and media relations chair will consult with the Executive Committee member assigned to oversee the Public and Media Relations Committee if there are any questions about content.

Policy # 16: Promotion of Other Professional Organizations (continued)

- b. PACR has the right to reject submitted materials if the content/purpose is not consistent with the mission and/or objectives of PACR
 - i. The PACR Public and Media Relations Chair will notify submitting organizations if their requests have been denied.
 - ii. The submitting organization will have the right to resubmit their requests in accordance with PACR guidelines and objectives.
5. **Distribution of Promotional Materials:**
- a. If the e-blast content is related to educational offerings, the e-blast will be forwarded to PACR membership by the PACR Education Chair.
 - b. If the e-blast content is related to anything other than education, the e-blast will be forwarded to PACR membership by the PACR Public and Media Relations Chair.
6. **Advertising:** Organizations wishing to advertise in the PACR newsletter or requesting to post specific advertising materials on the PACR website are subject to the posted advertising rates.
7. **Inquiries:** Professional organizations inquiring into PACR policies and procedures related to the topic of Promotion of Other Professional Organizations should submit such inquiries via the PACR website Contact Us link at

Policy #17

Procedure/Policy: PACR Write in vote procedure

1. Verify that the nominee is aware of the write in vote.
2. Verify that the nominee is eligible for the office that they were a write in.
3. Verify that the nominee if willing to serve, if so, they need to fill out a Nominating Agreement form ocated on the PACR website, www.pacr.org

Policy #18

Procedure/Policy: PACR Mail out hard copy ballot procedure:

1. Review membership roster for Active and Honorary Life members who do not have an e-mail address listed.
2. Print off the ballot and all Nominee Bios for the members who do not have an e-mail address listed.
3. Prepare an instruction sheet to be mailed with the hard copy ballot and bios stating:
 - a. Select a candidate for each office.
 - b. Select only the numbers of candidates stated. Selecting more than the required number will make your vote invalid.
 - c. Place the ballot in the small envelope marked "Ballot".
 - d. Place the envelope marked "Ballot" into the larger envelope that is addressed to KnowledgeConnex

2295 Towne Lake Parkway
Suite 116-177
Woodstock, GA 30189

The only reason your PACR ID number is on the outside of this larger envelope is to verify your voting eligibility. This envelope will not be seen by any PACR member as the paper ballots are being counted by a third party.

- e. State when the ballot needs to be postmarked to be counted.
4. Paper ballots need to be postmarked within seventeen days of mailing. (*Example: Voting period starts July 23rd, paper ballot mailed July 23rd and must be postmarked August 9th.*)
5. Place in a larger envelope addressed to the PACR member without an e-mail address: the hard copy ballot, all Nominee bios, the small envelope marked "Ballot", the ballot return envelope addressed to KnowledgeConnex with a stamp and their PACR ID number on the outside.
6. Mail the hard copy ballots packets the first day of the voting period.

Codes of Conduct

**CODE OF CONDUCT
PACR EXECUTIVE COMMITTEE**

One Person Speaks at a Time (No interruptions)

Non-judgmental Behavior

Show Respect for Others

Value Differences

Any Committee Member who will be missing a meeting should notify the President.

Committee Members expecting to miss a meeting should forward a status report to the Secretary prior to the meeting.

Be open and honest

No idea is a bad idea

Do not criticize others behind their back

Start on time

Be flexible

All Committee Members are expected to participate

Promote the organization

Act in the best interests of the organization

Encourage education of PACR members

Have fun

**CODE OF CONDUCT
PACR MEMBERSHIP**

Show Respect for Others

Non-judgmental Behavior

Value Differences

Be open and honest

No idea is a bad idea

Do not criticize others behind their back

Be flexible

All Members should participate

Forward ideas/concerns/questions/suggestions to the Executive Committee

Provide feedback to the Executive Committee

Promote the organization

Act in the best interests of the organization

Get involved

Attend educational seminars

Have fun

Standard Documents, Forms and Letters

Pennsylvania Association of Cancer Registrars

Installation Ceremony for 20__ - 20__

This installation ceremony is a meaningful occasion during which each member pledges his or herself to the ideals and purposes of the Pennsylvania Association of Cancer Registrars and promises loyalty and cooperation to those who have been chosen to guide this Association through the years to come.

Your new officers are charged with the responsibility of acting for the Association between scheduled meetings of this general assembly and shall be responsible for the management of the business and professional affairs of the Association as described in your bylaws.

We must not, however, pursue the future until we have acknowledged the contributions of the past.

(Outgoing President), please come forward

(Outgoing President), for the past year, you have held the highest office in this Association. We know the road the President must take is not an easy one. It never is. However, your time and effort has been appreciated by your colleagues. Please accept the sincere thanks of the members for a job well done. Congratulations.

(The Outgoing President may make a statement)

Applause. *(Shake hands and have a seat)*

Thank You, **(Outgoing President)**.

(President Elect), please come forward.

(President Elect), you have been elected, President-Elect. As Chairperson of the Finance Committee, you will advise the Executive Committee on financial transactions and shall assist the President and Vice-President in their duties throughout the year.

(President Elect), do you accept these responsibilities?

(President Elect answers) Congratulations. (shake hands)

(Vice President), please come forward.

(Vice President), you have been elected Vice-President. As Vice-President you shall assume the duties of the President in her absence, complete the un-expired term of the President in the event of a vacancy, and shall assist the President in carrying out her duties.

Installation Ceremony for 20__ - 20__, continued

(Vice President), do you accept these responsibilities?

(Vice President answers) Congratulations (shake hands)

(Secretary), please come forward.

(Secretary), you have been elected as Secretary. You are charged with sending out notices of all meetings, preparing the order of business for use by the presiding officer, and conducting the general correspondence of the Association. You shall keep a file of all committee reports and keep attendance records.

(Secretary), do you accept these responsibilities?

(Secretary answers) Congratulations (shake hands)

(Treasurer), please come forward

(Treasurer), you have been elected as Treasurer and will serve a two-year term. You are charged with keeping the financial matters of the Association in order. You will also be responsible for receiving and disbursing all funds in a proper manner.

(Treasurer), do you accept these responsibilities?

(Treasurer answers) Congratulations (shake hands)

(Installing officer takes a moment to read a short bio and introduces the Incoming President)

(Incoming President), please come forward.

(Incoming President), last year you were elected President-Elect.

The office of President is the highest office in the Association and represents the highest honor the members of this Association can bestow. With this honor, however, comes the responsibility as the chief executive officer. Your responsibilities go further than presiding over all meetings and appointing all standing committee chairs. By naming you President, this membership has put their faith in you that the progress and achievements of today will grow and multiply tomorrow until one day, the contribution of cancer registrars working side by side with other health care and public health professionals will reduce the burden of cancer, improve the care of cancer patients and enhance the lives of cancer survivors and their families.

(Incoming President), do you accept these responsibilities?

(Incoming President), Congratulations *(shake hands — have a seat)*

(Incoming President's acceptance speech follows)



Pennsylvania Association of Cancer Registrars

www.pacr.org

NOTE: All Information below must be provided to avoid return of form

Payee (Last Name) _____ (First Name) _____

Address _____

City _____ State _____ Zip _____
Code _____

PACR Executive Committee Member (select one) Yes No

PACR Office / Committee (if applicable) _____

Reason for Expense _____

Payee Signature _____ Date _____

DESCRIPTION OF EXPENSES: Please attach additional page(s) to explain miscellaneous expenditures

Date	Destination (From / To)	Personal Car		Tolls and Parking	Meals	Lodging	Miscellaneous (supplies, printing, gifts/plaques, other – specify)	Amount
		Miles at \$0.585/mi	Amount					
Totals								

REIMBURSEMENT FOR TRAVEL AND BUSINESS EXPENSES: Refer to Policy #13 for complete procedures

Original receipts must be attached to the Travel and Business Expense Report. Unusual occasions which make receipts inappropriate or difficult to obtain must be documented in writing.
Mail completed form with original receipts to: Althea M. Schneider, 406 Nelson Park Drive, Pittsburgh, PA 15214-1300

FOR TREASURER USE ONLY – Please do not write below this line

Date Form Received _____ Date Paid _____ Check # _____

Treasurer Signature _____

Finance Committee Representative (if needed): _____



Pennsylvania Association of Cancer Registrars

www.pacr.org

Purpose: Internal Audit Verification

As required by the Bylaws of the Pennsylvania Association of Cancer Registrars (PACR), Article IV, Section 4.7E, financial records of the organization shall be presented for audit at the end of each fiscal year. The audit shall serve to verify that all monies paid by PACR were for expenditures incurred in the course of organization business. Auditors shall be two members in good standing, not serving as a PACR officer.

Date of Audit: _____

Year being audited: _____

Starting Check #: _____

Ending Check #: _____

Invoice was identified for all checks (circle one): YES NO

If NO, describe discrepancy below:

All invoices were for PACR-related business (circle one): YES NO

If NO, describe discrepancy below:

Source of all deposits clearly identified (circle one): YES NO

If NO, describe discrepancy below:

PACR members conducting audit:

(Print Name)

(Print Name)

(Signature and Date)

(Signature and Date)



Pennsylvania Association of Cancer Registrars

www.pacr.org

PENNSYLVANIA ASSOCIATION of CANCER REGISTRARS Membership Application

In the constantly changing world of Healthcare today, it is important for Cancer Registrars to be aware of all the new requirements and updates that are affecting our profession. PACR is a statewide organization dedicated to educating and supporting all Cancer Registrars by providing educational opportunities throughout the state.

PACR membership offers the following benefits:

- Opportunity to develop professional relationships and support networks with other registrars.
- Promotes interaction with other professionals to share ideas.
- Provides the opportunity to learn from the experience from others.
- Free Access to NAACCR Webinars
- Reduced registration fees to statewide educational meetings including an annual meeting.
- Receive the PACR quarterly newsletter: *KEEPING PACE... with PACR*.
- Provides the opportunity to actively get involved with PACR.
- Visit the PACR website for the latest from PACR. www.pacr.org

Come join the fun! We look forward to hearing from you!!! For your convenience, an application has been provided. If you are interested in joining, please return your completed application and check made payable to PACR or join on line by going to: <http://www.pacr.org/members.htm>

Mail payment to:

Name of Membership Chair

Mailing address:

Hospital Name

Department Name

Street Address

City/State/Zip Code



June 6, 2011

Dear PACR Member,

The 20xx membership dues for the Pennsylvania Association of Cancer Registrars' are collectable through January 31, 20xx. A late fee of \$10.00 is added to the membership classification if received after January 31. Please apply online at <http://www.pacr.org/members.htm>.

We value your membership in PACR and hope that you will continue your professional association with us. If you need further assistance, require a printable application or have questions concerning your membership, please contact the Membership Chair at 610-648-1455 or email Membership@pacr.org.

Thank
your

Membership Type	2009 MEMBER RATES		
	Renewal prior to Jan 31	Renewal after Jan 31	New Member*
Active	\$40.00	\$50.00	\$45.00
Associate	\$35.00	\$45.00	\$40.00
Student	\$20.00	\$30.00	\$20.00
Sustaining	\$100.00		

you for
support.

Sincerely,

Insert Name

20xx Membership Chair

Insert Address



June 6, 2011

Dear PACR Member:

We regret to inform you that as of December 31, 20xx, your PACR Membership has expired. The deadline for receipt of dues is January 31, 20xx. We value your affiliation with us and hope you will continue your professional association by renewing your PACR membership.

There are many exciting changes being implemented this year. In order to continue enjoying the many benefits of membership, please visit our website at <http://www.pacr.org/members.htm> complete an online application. A membership application is also enclosed for your convenience. The renewal deadline is approaching quickly so please act fast.

Please mail payment along with the completed application to the Membership Chair. Also be sure to indicate your preference for the directory and photo release as well as committee interests.

If you need further assistance or have questions concerning your membership, please contact the Membership Chair at xxx-xxx-xxxx or email Membership@pacr.org

Thank you for your prompt attention to this matter. We look forward to hearing from you.

Sincerely,

20xx Membership Chair

Enclosure: [insert link to printable application](#)



www.pacr.org

20XX MEMBERSHIP APPLICATION

(Please check one)

*SUBMISSION TYPE: Renewal New Information Change

*MEMBERSHIP TYPE: Active Associate Student Sustaining Honorary Honorary Life

*First Name: _____ *Last Name: _____

Credentials: _____ *Title: _____

*Hospital/Organization: _____

*Business Address: _____ *Business Phone: _____

*Business City: _____ *State: _____ *Zip: _____

*Home Address: _____ *Home Phone: _____

*City: _____ *State: _____ *Zip: _____

* Preferred Mailing Address: Home Business

* Preferred E-Mail Address: _____ No email address

* Would you like to be published in the PACR Membership Directory: Yes No

* **Photo Release:** I hereby give permission for PACR to utilize my photo taken at PACR functions for promotional reasons and this constitutes electronic signature. Yes No

*Required Information

If you are interested in becoming more involved with PACR, select your areas of interest below. Select one or more.

<i>Elected Officers:</i>	<input type="checkbox"/> President-elect	<input type="checkbox"/> Vice-President	<input type="checkbox"/> Secretary	<input type="checkbox"/> Treasurer
<i>Appointed Committee Chairs:</i>	<input type="checkbox"/> Bylaws / Historian	<input type="checkbox"/> Education	<input type="checkbox"/> Legislative	<input type="checkbox"/> Membership
	<input type="checkbox"/> Nominating	<input type="checkbox"/> Program	<input type="checkbox"/> Public and Media Relations	

Comments: _____

MEMBERSHIP DEFINITIONS

ACTIVE: One who is a CTR, employed as a cancer registrar, or in the field of cancer data management, directly supervises a registry, or who acts as a registry/cancer program consultant. Active members in good standing are entitled to vote, chair a committee and hold elective office.

ASSOCIATE: One who is a CTR, employed as a cancer registrar, or in the field of cancer data management, directly supervises a registry, or who acts as a registry/cancer program consultant and supports the purposes of PACR. Associate members may not vote, hold office or chair a committee, but may serve on a committee

STUDENT: Must be currently enrolled in college curriculum degree and interested in purposes of PACR, but do not meet active requirements. Student members may not vote, hold office or chair a committee, but may serve on a committee by special appointment.

SUSTAINING: Person, institution or organization interested in promoting principles and purposes of PACR. Sustaining members may not vote, hold office, chair or serve on a committee. This membership entitles the holder to single membership benefits.

The membership year is on a calendar basis from January 1 through December 31. All memberships are on an individual basis, including those paid by an employer, and cannot be transferred from one individual to another.

*New Member = Not a calendar year

Membership

Membership Type	20xx MEMBER RATES		
	Renewal prior to Jan 31	Renewal after Jan 31	New Member*
Active	\$40.00	\$50.00	\$45.00
Associate	\$35.00	\$45.00	\$40.00
Student	\$20.00	\$30.00	\$20.00
Sustaining	\$100.00		

member in the last

Applications may be

completed online at: <http://www.pacr.org/members.htm>

Enrollment for the 20xx membership year begins November 1, 20xx all applications received on/or after this date will be credited to 20xx enrollment.
 For mail in payments please make checks payable to 'PACR' and submit to: Membership Chair:
 Insert name and address
 Thank you for your interest in PACR!



www.pacr.org

NEW MEMBER LETTER

June 6, 2011

Dear New PACR Member:

Welcome to the Pennsylvania Association of Cancer Registrars (PACR)! Your membership will be effective from January 1, 20xx to December 31, 20xx. Your membership card is incorporated in this letter.

Please visit our website at www.pacr.org for copies of our most current Operations Manual, Association Bylaws, Executive Committee and Membership roster. You will also receive quarterly newsletters and educational information throughout the year. Visit our website often for the latest news about the Association!

I hope you will enjoy the upcoming year with PACR and will plan to continue your professional association with us in the future. Feel free to contact any of the Executive Committee members with suggestions, comments, or questions.

Thank you for choosing to be a part of our Association!

Sincerely,

20xx PACR President

20xx PACR Membership Chair

<p>PACR 20xx MEMBERSHIP CARD Pennsylvania Association of Cancer Registrars Keystones for Cancer Cure</p> <p>_____</p> <p>Member's Signature</p> <p>PACR Membership No: _____</p> <p>Expiration Date: December 31, 20xx</p>



Pennsylvania Association of Cancer Registrars

www.pacr.org

RENEWAL MEMBER LETTER

June 6, 2011

Dear PACR Member:

Thank you so much for renewing your membership to the Pennsylvania Association of Cancer Registrars (PACR). Your membership is effective from January 1, 20xx to December 31, 20xx. Your membership card is incorporated in the letter.

You will receive quarterly newsletters and educational brochures throughout the year. Visit the PACR website for the latest from PACR www.pacr.org. Included on our site is a link to our current Operations Manual, Association Bylaws and Membership roster.

I hope you will enjoy the upcoming year with PACR and will plan to continue your professional association with us in the future. Feel free to contact any of the Executive Committee members with suggestions, comments, or questions. Thank you for being a part of our association!

Sincerely

20xx PACR President

20xx PACR Membership Chair

PACR 20xx MEMBERSHIP CARD
Pennsylvania Association of Cancer Registrars
Keystones for Cancer Cure

Member's Signature

PACR Membership No: _____

Expiration Date: December 31, 20xx



MEMBERSHIP DUES NOTIFICATION
FINAL NOTICE

June 6, 2011

Dear PACR Member:

In accordance with PACR Bylaws Article III Section 3.7A the deadline for receipt of dues is January 31. As of this date we have not received your renewal application and/or payment and regret to inform you that your membership has been forfeited.

Section 3.7 Forfeiture – Resignation – Reinstatement of Membership

A. Forfeiture - If the dues for the current calendar year are not received by the Membership Chairperson of the Association by the last day in January, membership will be automatically forfeited. Notice of forfeiture will be sent in writing by the Membership Chairperson to the forfeited member within 30 days after the forfeiture.

We value your affiliation with PACR and hope you will continue your professional association with us in the future. To reinstate the application process, please visit our website at <http://www.pacr.org/members.htm> and complete an online application. Please note applicable late fees will apply.

If you need further assistance or have questions concerning your membership, please contact: the Membership Chair at xxx-xxx-xxxx or email Membership@pacr.org

Sincerely,

20xx Membership Chair
Membership@pacr.org

PACR Educational Program
Evaluation Form

Your comments are important for use in developing future PACR educational programs. If you answered “NO” to any of the above questions noted below, please provide constructive comments/suggestions to improve your programs.

	YES	NO
1. The objectives of the program were met. Comments:		
1. The program was effectively organized. Comments:		
3. The schedule/program length was appropriate. Comments:		
4. The handouts and/or audiovisual materials were appropriate. Comments:		
5. The content of the program was applicable to my work setting. Comments:		
6. The speakers were knowledgeable and informative. Comments:		
7. The conference room was conducive to learning. Comments:		

What topics would you be interested in for future PACR programs?

Would you be willing to host an educational program at your facility? ___Yes ___No

Additional Comments/Suggestions: _____

Name (Optional): _____ Date: _____

Bylaws

Date: February 3, 2008
To: PACR Membership
From: Bylaws Committee: Chair – insert name
Subject: Proposed Bylaw change

The Bylaws Committee requests the PACR membership review the following proposed change to the Bylaws of the association. Please plan to attend the PACR Annual Business Meeting & Luncheon on insert date to discuss and vote on this.

~Current Bylaw~

Article ##

Section #. # *The information inserted here should be exactly as written in the current bylaws*

~Proposed changes to section #. # to read~

Article ##

Section #. *Insert the exact wording proposed*

Rationale:

Insert the reasoning or rationale for the change.

PUBLIC AND MEDIA RELATIONS #1



Pennsylvania Association of Cancer Registrars

www.pacr.org

Date
Company
First Name, Last Name, Job Title
Street/Mailing Address
City, State, Zip

Dear (name):

We would like to thank you for supporting our organization in the past by advertising in our newsletter, *KEEPING PACE... with PACR*. We would appreciate your continued support in the up coming year.

Publications are quarterly throughout the year with the first issue published in March. Advertising fees per issue are as follows:

Full Page Ad:	\$120
Half Page Ad:	\$ 60
Quarter Page Ad:	\$ 30

Ads are preferred in an electronic format that can be imported/pasted into a WORD file.

Due dates for ads are:

February 15
May 15
August 15
November 1

Ads and checks made payable to 'PACR' should be mailed to:

Name of Public and Media Relations Chair
Hospital
Street Address
City, State, Zip

If you have any questions, please do not hesitate to contact me at _____. I hope we can count on your support again this year.

Sincerely,

Name
Public and Media Relations Chair

PUBLIC AND MEDIA RELATIONS #2



Pennsylvania Association of Cancer Registrars

www.pacr.org

Date

Company

First Name, Last Name, Job Title

Street/Mailing Address

City, State, Zip

Dear (name):

I am writing on behalf of the Pennsylvania Association of Cancer Registrars' Executive Committee to ask for your company's support of our organization by advertising in our newsletter, *KEEPING PACE... with PACR*. Our newsletter is published and distributed to our membership four times a year. Our current membership consists of _____ members.

Publications are quarterly throughout the year with the first issue published in March. Advertising fees per issue are as follows:

Full Page Ad:	\$120
Half Page Ad:	\$ 60
Quarter Page Ad:	\$ 30.

Due dates for ads are:

February 15

May 15

August 15

November 1

Please submit all ads in a format that can be imported/pasted into a WORD.

Checks should be made payable to 'PACR' and mailed to:

Name of Public and Media Relations Chair

Hospital

Street Address

City, State, Zip

If you have any questions, please do not hesitate to contact me at _____. I hope we can count on your support this year.

Sincerely,

Name

Public and Media Relations Chair



To Whom It May Concern,

June 6, 2011

The Pennsylvania Association of Cancer Registrars (PACR) would like to offer you the opportunity to become a **Corporate Sponsor** and increase your company's visibility on our website, www.pacr.org. Advertise on our website which receives in excess of 5000 visits per year. The website includes:

- Employment postings
- Online membership application
- Members Only Section
- Speakers Bureau
- Resource page
- Corporate Sponsor page

Our Education page, which is just one of the pages on which your logo will appear, is the most frequently viewed page followed by our Career page. Website advertising is the fastest, easiest and most economical way to reach the largest number of people.

For **\$500.00 annually** you can become a **Corporate Sponsor** and receive the following benefits:

- Logo link to your website on our Education page
- Logo link with description on the Corporate Sponsor page
- Corporate acknowledgment at our Annual Meeting
- 10% discount as a vendor at our Annual Meeting
- 10% discount for an employment opportunity listing (click on Learn more under Job Board on the Career tab)
- Full page ad in up to four issues of our quarterly newsletter "Keeping Pace...With PACR"

We would like to invite you to consider becoming a **Corporate Sponsor** of PACR. You can complete the application online at <http://www.pacr.org/corporatesponsorapp.asp>. We now accept **online payment** via **check** or **credit card!**

You will most certainly increase your company's visibility and assist PACR in our mission to bring quality education to the cancer registrars in our profession. We look forward to adding your company logo to our website.

For more information click on the **Corporate Sponsor** tab at www.pacr.org.

Sincerely,

PACR Executive Committee
PublicRelations@pacr.org

Date

To Whom It May Concern (or Company Name, Contact Name & Mailing address if you have it):

The Pennsylvania Association of Cancer Registrars (PACR) has launched our new website, www.pacr.org. We would like to offer you the opportunity to become a **Corporate Sponsor** and increase your company's visibility. Advertise on our website which is viewed by close to 200 members and nonmembers worldwide. Our website now includes:

- Employment postings
- Online membership application
- Members Only Section
- Speakers Bureau
- Resource page
- Corporate Sponsor page

We are excited to be the first state cancer registry organization to offer the option to view the recorded version of the North American Association of Central Cancer Registrars (NAACCR) educational webinars from our website. We will be offering our members the option to view the webinars when and where they choose, without the time needed to travel and without missing valuable time from work. We truly have revolutionized our website as well as educational opportunities. The recorded versions of the webinars are available for the same educational credits as a live webinar. With this added feature we anticipate our website will attract many new viewers and increase our membership.

We would like to invite you to become a Corporate Sponsor of PACR and offer you the opportunity to post a link to your company on our website. For \$500.00 annually you can become a **Corporate Sponsor** and receive the following benefits:

- Logo link on our Education page to your website
- Logo link with description on the Corporate Sponsor page
- Corporate acknowledgment at our Annual Meeting
- 10% discount as a vendor at our Annual Meeting
- 10% discount for an employment opportunity listing (click on [Learn more](#) under Job Board on the Career tab)
- Full page ad in up to four issues of our quarterly newsletter "Keeping Pace....With PACR"

I would like to invite you to consider becoming a **Corporate Sponsor** of PACR. You can increase your company's visibility and assist PACR in our mission to bring quality education to the cancer registrars in our profession. We look forward to adding your company logo to our website.

For more information click on the **Corporate Sponsor** tab at www.pacr.org.

Sincerely,
PACR Executive Committee
PublicRelations@pacr.org



www.pacr.org

Date

Dear (**Contact name**),

On behalf of The Pennsylvania Association of Cancer Registrars (PACR), we would like to take this opportunity to sincerely Thank You for becoming a Corporate Sponsor. Sponsorship is very important to our organization. Corporate Sponsorship allows PACR to offer our members educational opportunities that otherwise would be unaffordable. Education is a valuable asset and your contribution will go a long way in assisting PACR with our educational goals.

We look forward to a continued relationship with (**name of company**). As time goes on and we continue to add features to our website your company logo will continue to be viewed by numerous healthcare professionals. The benefit of professionals being able to access your website with the click of a button is priceless.

Thank You for supporting the Pennsylvania Association of Cancer Registrars. If you have any questions, please feel free to contact our Public Relations and Media Relations Chair at PublicRelations@pacr.org or any other Executive Committee member by clicking on their respective names on our website at <http://www.pacr.org/aboutus.htm>

Sincerely,

The (CCYY) PACR Executive Committee



**Pennsylvania Cancer Registrars Association
Distinguished Member Award Evaluation Form**

Date:

Nominee:

Criteria	Rating* Code	Multiplier	Score
State Association Activities (40%)		8	
National Association Activities (20%)		4	
Advancement of Cancer Registry Profession 30%)		6	
Civic Activities (10%)		2	
Total Score			

* Rating Code

Does not meet Criteria =0
 Meets Criteria =1
 Exceeds Criteria =2

Minimum Possible Score = 20
 Maximum Possible Score = 40

GENERAL EVALUATION AND SCORING POLICY

1. Evaluation is based on measurable criteria extracted from the required information provided by the nominator and as outlined in the latest PACR Operating Manual.
2. Nominees must meet criteria in every category.
3. The **minimum TOTAL score for approval** is *the number of voting EC members (quorum must be available to vote, ie. 50% of EC)* multiplied by *the minimum score per evaluation (20)*.
4. If an active Executive Committee member is nominated, they are excluded from voting.
5. President collects the evaluation forms from Executive Committee present for the vote and computes the total score.
6. Secretary validates the final scoring.
7. In the event of a tie, it will at the discretion of the Executive Committee to determine the level of award based on the financial status of the Association.

Distinguished Member Award



Pennsylvania Association of Cancer Registrars

www.pacr.org

Nomination submitted by: _____ **Individual** _____
Association _____
Other _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Business/ Home (circle one)

Nominee's Name: _____

Title: _____

Employer: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Business/ Home (circle one)

If not employed:

Home Address: _____

City: _____ State: _____ Zip: _____

Current PACR Member: Yes _____ No _____

Membership Category: _____

I am a member of PACR in good standing and place the name of _____
_____ in nomination for the Distinguished Member Award.

Signature of Member submitting Nomination

Date

Address: _____

Phone: _____

Submit with supporting documentation for receipt by May 15th to the current President of PACR.



PACR Annual Scholarship Application

Last Name _____ Credentials _____

First Name _____

Membership Category _____
Only active members are eligible.

Hospital/Business _____

Business Address _____

City _____ State _____ Zip _____

Email Address _____

Daytime Telephone Number _____

I certify that as recipient of the PACR Annual Meeting Scholarship, if I am unable to attend the meeting for reasons beyond my control, I will not expect or accept monies in lieu of meeting attendance.

Signature _____

For PACR official use only

Date application received
/postmarked _____

Date Membership Dues paid _____

Membership Status _____
Note: Only active members are eligible.

Signature of Membership Chair _____



www.pacr.org

Treasurer Street Address
Treasurer City, State Zip
Date

Recipient Name
Facility Name/Department if applicable
Recipient Address
Recipient City, State, Zip

Dear *name*,

I am enclosing a check (*check #*) in the amount of \$### made payable to *payee name* from PACR for the overpayment of *details of reason for refund*. On *date*, I received a check (*check #*) for \$*amount* which represents an overpayment of \$*amount*. Please indicate any other pertinent details relating to refund.

Thank you

Sincerely,

Treasurer Name
PACR Treasurer
Contact information, phone/e-mail



PACR PHOTO/VIDEO RELEASE FORM

I hereby give permission for my images, captured during regular and special Pennsylvania Association of Cancer Registrars (PACR) activities and events through photo and digital camera and/or video, to be used solely for the purposes of PACR promotional material, publications and the PACR website, and waive any rights of compensation or ownership thereto.

Name of Participant (please print): _____

Participant's Signature: _____

Date: _____



To: Debbie Faesel
Pennsylvania Medical Society

From: *[Insert President's Name]*
PACR 20XX President

Date: *[Insert Date]*

Regarding: Letter of Agreement between Pennsylvania Association of Cancer Registrars and Pennsylvania Medical Society

The Pennsylvania Medical Society (PMS) and the Pennsylvania Association of Cancer Registrars (PACR) agree to the following procedures pertaining to the acceptance of PACR correspondence received at 777 East Park Drive, PO Box 8820, Harrisburg, PA 17105-8820:

1. 777 East Park Drive, PO Box 8820, Harrisburg, PA 17105-8820 will serve as the official legal address for the Pennsylvania Association of Cancer Registrars. It will be utilized for all legal correspondence including the address of record for filing Federal Tax forms.
2. Any mail addressed to PACR at the 777 East Park Drive, PO Box 8820, Harrisburg, PA 17105-8820 address will be forwarded to the sitting PACR Treasurer within 10 business day of receipt.
3. PACR agrees to pay the following costs:
 - a. Standard United States Postal Service rates incurred by PMS when forwarding mail to sitting PACR Treasurer
 - b. Handling costs related to above mailings.
4. Upon receipt of invoice for costs defined in Item #3 above, PACR's Treasurer will submit payment to PMS within 30 business days.
5. When a new Treasurer takes office, he/she will notify PMS of the change and indicate desired mailing address for correspondence and provide a new PACR Executive Committee roster.
6. This agreement and handling costs will be reviewed by PMS and PACR on an annual basis.

Signatures:

PACR President

PMS Representative

Printed Name

Printed Name

Signature

Date

Signature

Date