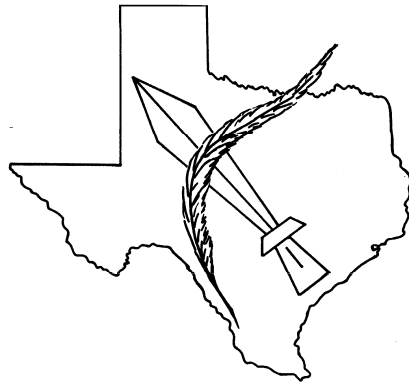


TEXAS TUMOR REGISTRARS ASSOCIATION



PROCEDURE MANUAL

Revised May 2007

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**FINANCIAL GUIDELINES FOR ALL OFFICERS, CHAIRS,
APPOINTEES, LIAISONS**

1. The President and/or board will approve all expenditures over pre-approved budget. All receipts shall be sent directly to the treasurer for reimbursement (unless other arrangements are made with the President). If a committee or office does not have a pre-approved budget, pre-approval of expenditures is mandatory - notify President who will contact the board for approval should it be required.
2. Cash advances are discouraged. However, if needed, every effort should be made to have them equal to or less than the anticipated expense. Only the executive board will approve cash advances.
 - A. Detailed accounting must verify any cash advances with receipts.
 - B. If there is a cash advance overage, the amount shall be returned to the Treasurer within 30 days.

**OTHER GUIDELINES FOR OFFICERS, CHAIRS, APPOINTEES,
LIASIONS**

1. Keep President informed of all activities (i.e. copy any correspondence to the President, copy important emails, etc.).
2. The President should keep the executive board informed of important TxTRA business at all times (i.e. copy emails, etc.).
3. Per Registered Parliamentarian consult in 2002 - only executive board should be present at the executive board meetings - people who are not members of the board of trustees or executive committee may attend to provide their reports and then be excused.
4. Request prior approval for expenditures from the President. The President should work with the Treasurer and executive board to develop a budget as soon as possible.
5. Budgets for each office should be developed and followed as well as approved by the President and executive board.
6. All officers, chairs, appointees, and liaisons will assume responsibility for their office at the installation.
7. The Historian selected by the incoming president will be responsible for recording that presidents term, beginning at the end of the conference through the assembly of that years books.

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8. The Treasurer will assume responsibility as soon as legal transfers can be completed.
9. Anyone wishing to send out a group email to the entire TxTRA membership for any reason will obtain approval from the President - the President or other assigned officer may send out-group emails for officers or board members.
10. Website Chair or designee will copy all requests for postings to the website to the President. The President should approve all postings to the website.
11. The membership list, both online and hard copy, is property of TxTRA - members should not provide membership information to any non-member for any reason.
12. Officers are encouraged to be familiar with Robert's Rules of Order.
13. Upon transfer of files and/or TxTRA Property to incoming board members and/or appointees, obtain a signature and keep on file. Inform President after annual conference that transfer has been completed and to whom (email is acceptable).
14. The executive committee, per the bylaws, is referred to in this document as executive committee or executive board. The executive board is Elected Officers, Board of Trustees including Immediate Past President, Program Chair, Ways and Means Chair, and Parliamentarian.

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PRESIDENT

Duties: Shall preside at all meetings; be a member ex-officio of Board of Trustees and of all committees except the Nominating committee; shall appoint a Parliamentarian immediately after installation; and shall have the privilege of calling a special meeting if two or more members request such and may have the privilege of calling a meeting for special emergencies (Bylaws, Article IV, Section 4A).

Responsibilities:

1. Immediately following installation of officers, deliver acceptance speech, announce appointments and location of next annual conference (if known).
2. Preside over first Executive Committee Meeting at the annual conference after installation as President as well as all meetings after the annual conference and the Business Meeting at the annual conference during the term of office.
3. The President has the option of conducting TxTRA business using the media of their choice.
 - A. Electronic meetings are proven to be cost affective.
 - B. An electronic meeting procedure is in place and should be followed to ensure consistency in conducting the meetings.
4. Notify any committee member who fails to pay their dues by February 15 (or no later than 2/28) stating that they have been relieved of their duties because their membership has been forfeited.
 - A. Send a copy of the letter to the Chair so a replacement can be named.
5. Participate fully as ex-officio member of all committees except Nominating Committee, to provide direction and assistance as needed. Keep informed of all committee activity - including the Nominating Committee - the President-Elect should not be involved in soliciting nominees for office.
6. Keep President's copy of **ROBERT'S RULES OF ORDER Newly Revised. (Pass the book to the Incoming President at Installation along with the President's Gavel)**. Become familiar as possible with Robert's Rules of Order and require Parliamentarian to be familiar with Robert's Rules of Order.
7. Represent TxTRA to any requesting organization to establish recognition and support of TxTRA.
8. Represent TxTRA at the NCRA meeting.
 - A. Make the most cost effective travel arrangements possible.

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- B. Expenses to NCRA's annual meeting incurred by TxTRA's representative, namely the President, should be borne entirely by TxTRA if the President's Employer does not pay these expenses.
 - C. If the President is unable to attend the National meeting, the president-elect will be asked to attend with the same reimbursement policy prevailing.
 - D. It is considered necessary to provide funds for public relations expenses.
 - E. Submit expense receipts to the Treasurer.
9. Request Committee reports and items for discussion for regularly scheduled Executive Committee meetings.
 10. Encourage TxTRA members to contact the executive board with any issues for discussion through newsletter articles, emails, or website postings.
 11. As a courtesy, inform Executive Committee, in writing, at least thirty (30) days in advance of all meetings. Include a copy of the agenda (the Secretary has standard agendas) to the executive board in advance of the meeting.
 12. The President is allowed to authorize expenses of up to \$250.00 without the Board's approval. Any amount over \$250 must have pre-approval of the Board.
 13. Request and receive revisions to the Procedure Manual from the officers and Committees. Rewrite, publish and distribute revised Procedure Manual from Officers and Committees. (Revisions may not always be needed.)
 14. The Immediate Past President or President should distribute a copy of the most current procedure manual to all officers and appointments at the annual conference or within one month.
 - A. The procedure manual should be posted on the website.
 - B. It is recommended that the executive committee review the procedures at the spring retreat.
 15. Deliver welcome speech at annual conference or assign a delegate.
 16. Coordinate annual conference with the program chair and committee.
 - A. Assist with hotel accommodations negotiations with the program chair.
 - B. Seek approval from the executive board prior to signing a contract.
 - C. Coordinate the annual conference budget with the program chair and submit to the executive board for approval and/or recommendations.
 - D. Coordinate photography of the installation with Historian.

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17. Prior to the annual conference, the Immediate Past President will receive the ballots for the year.
 - A. The ballots must be counted according to the teller committee procedures and the current President will be notified of the results.
 - B. The President will notify the President-Elect of the results, and he/she will contact the new officers and board of trustees.
 - C. The President-Elect should also notify those on the ballot not elected that they were not elected using the media of choice (phone, email or letter).
 - D. The President may appoint 3 tellers in the local region of the immediate past president or request the immediate past president to select three 3 tellers to count the votes. (See Teller Committee procedures).
18. Take all Presidential files to the annual conference to transfer possession to the incoming President or make arrangements to deliver files to the President, which should include finance and bank reports.
19. Send Thank-you notes to all speakers at the annual conference after the conference (within 2-3 weeks of the close of the conference). Or, you may provide a small thank you gift and card to each speaker at the conference.
20. Contact all committee chairs to assure the transfer of materials was completed.
21. Decide by early January if a poster contest will be held.
 - A. Delegate the coordination of the contest to a board member and inform the Secretary. (The secretary should make arrangements with the poster contest coordinator to have the poster included in the membership mail out prior to Texas Tumor Registrars Week).
 - B. Poster winner will receive a one-year free TxTRA membership. *
22. After the annual conference, update website with new President's message, new president-elect contact information, officers, committee chairs and committee members, plus any other applicable information.
23. Remind Immediate Past President to write a newsletter article about the conference (and include pictures if possible).
24. Obtain the updated group email list from the President-Elect. Maintain the list with regular updates from the President-Elect.
25. Take inventory of items/materials (i.e. Robert's rules, gavel, and president's box).

* *Per executive board vote 2002.*

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26. Obtain the new President's signature on this inventory list to ensure accountability.

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Electronic Meeting Procedure

In accordance with the Bylaws, Article V, Section D., "Matters requiring action of the Board of Trustees and/of Executive Committee may be decided by shoe of hands, surface mail vote, electronic (e-mail) vote, facsimile (fax) vote, conference call vote, or telephone vote conducted by the President. The affirmative vote of a majority of those present shall be the minimum vote requirement of any motion."

Procedures:

1. A recommendation is sent to the President via e-mail.
2. The President sends an email to the Board of Trustees and Executive Committee asking for a quorum/availability.
3. Once a quorum is established, the President forwards an email with instructions to the Board of Trustees and Executive Committee.
4. Instructions will include:
 - A. The recommendation made.
 - B. Time period that is appropriate for discussion.
5. The Board of Trustees and Executive Committee should "**reply to all**" during the discussion period.
6. The President will ask for a motion and a second to the motion.
7. The motion is made and seconded to the President.
8. The President will ask for a vote and designates a time limit.
9. The Board of Trustees and Executive Committee emails their vote to the President and Secretary only.
10. The Secretary sends the final tally to the President.
11. When the President confirms the final vote, the final tally will be sent to the Board of Trustees and Executive Committee.
12. The Secretary will retain all emails with discussion and voting and prepare minutes for review by the Board of Trustees and Executive Committee.

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The President As Ex Officio Member of:
(ex-officio means by virtue of office held)

MEMBERSHIP COMMITTEE:

1. If membership application or request is received:
 - A. Note name on membership roster for future reference.
 - B. Send requests for application and any dues to Committee Chair for processing.
2. Be aware of the process of updating the membership roster. Contact the Committee Chair, Treasurer, Secretary, or keeper of the lists if different from any of the above officers.
3. Ensure most recent copy of bylaws is included in the handbook/ directory.
4. Direct any member who resigns to send a copy of their resignation in writing to the Secretary (per bylaws) and inform President-Elect.
5. Keep informed of the status of the annual membership renewal process and take action to help maintain membership.
6. Handbook:
 - A. Keep informed of progress of handbook/ directory. Proof final copy prior to distribution and posting on the website.
 - B. Coordinate the printing and distribution to all members who have requested printed copies with the Committee Chair and Secretary, if necessary.

EDUCATION COMMITTEE:

1. Ensure that a scholarship budget is determined and communicated to the 1st Vice President during the first called Board meeting of the year.
2. Provide direction and assistance as necessary.

PUBLICATION COMMITTEE:

1. Newsletter.
 - A. Write "President's Message" for each issue.
 - B. Report on NCRA Annual Meeting for publication in first issue published after the NCRA Meeting. This may be accomplished by asking TxTRA

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members attending the meeting to report on various breakout sessions and activities taking place. *

- C. Receive NCRA board reports from the NCRA office (by email) and ensure they are published in the newsletters.
- D. Coordinate the website posting, plus printing and mailing to members who have requested printed copies, with the Committee Chair and Secretary, if necessary.

NOMINATING COMMITTEE:

- 1. Participate as needed or requested by the chair. President is not a voting member of the nominating committee (per bylaws).

FINANCE COMMITTEE:

- 1. Sign checks in absence of Treasurer.
- 2. Be informed at all times of TxTRA's financial situation.
- 3. Request reports and bank statements from the Treasurer.
- 4. If online banking is being utilized, ensure your access at the close of the annual conference.
- 5. Ensure that the Secretary or Treasurer prepares documentation to have the bank account signatures changed after the annual conference. Ensure that all documentation necessary to have bank account responsibilities has been executed.
- 6. Ensure that the checking account requires one signature per check (either the President or Treasurer) to enable the Treasurer to act in a timely fashion. The savings account and CDs (if applicable) should require two signatures (the Treasurer and President for their terms of office).
- 7. Ensure that the Treasurer provides financial statements and copies of all money accounts are obtained and provided too the attendees at all called meetings of the Board of Trustees and Executive Committee meetings.
- 8. Arrange with the applicable financial institution for annual statements about TxTRA-owned CDs to be sent to the Treasurer who should forward a copy to the President.
- 9. The executive committee should vote to renew any CD.

* Delegate to the Long-Range Planning Committee per executive board meeting 4/02.

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10. Have some TxTRA checks on hand should the Treasurer be unavailable to conduct business. Keep record of any checks written (obtain receipts) and forward to the Treasurer when appropriate.
11. Provide direction and assistance as necessary, especially in developing budgets in conjunction with the executive board.

BYLAWS COMMITTEE:

1. Appoint Chair (Parliamentarian) - ensure that Parliamentarian has copy of Robert's Rules of Order, the most recent edition. Require the Parliamentarian to become familiar with parliamentary procedure.
2. Suggest changes and consult with the Committee Chair.
3. Remind the Committee Chair that proposed changes must be mailed to membership at least thirty (30) days prior to the Annual conference.

PROGRAM COMMITTEE:

1. Coordinate the annual conference with the program committee.
2. Be advised by the Program Chair of all arrangements concerning the annual conference. (See Program Chair Procedures.)
3. Work with the Program Chair to arrange time for an executive board meeting prior to the business meeting at the annual conference.
4. Work with the President-Elect on all pertinent issues and arrangements (planning incoming meeting, installation luncheon, installer, etc).
5. Notify the Board of Trustees and the Executive Committee of the finalized arrangements as soon as possible.

STRATEGIC PLANNING COMMITTEE:

1. Provide direction and assistance as necessary.

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PRESIDENT-ELECT

Duties: Shall assist the President and Vice Presidents in their duties throughout the year; shall be kept informed regarding proceedings of TxTRA; shall succeed to the Office of President; shall serve as Chair of the Membership Committee, (Bylaws, Article IV, Section 4B); and must be bondable. *

Responsibilities:

1. Serve as Chair of Membership Committee. (See Membership Committee procedures.)
2. The President-Elect should not be involved in soliciting nominees for office.
3. Responsible for compiling, printing and mailing of the membership handbook/directory. Maintain the current computerized membership database (see database procedures). Serve as keeper of the membership lists/labels. (The President and President-Elect must approve all requests for labels and/or lists).
4. Responsible for renewal notices, creating and maintaining all membership forms, applications and certificates. Review membership application with President and suggest changes for improvement. If substantial changes are made, have membership application approved by the executive board.
5. Notify the membership for first dues notices for the coming year by December 15th.
 - A. For members with an e-mail address, edit the Renewal Form for the current year. Then coordinate posting of the Form on the website with the President and the Website Committee Chair. When this has been completed, coordinate a blast e-mail notice to the members announcing the posting and providing instructions for their use.
 - B. For members who have requested printed copies of the newsletter or who do not have a recorded e-mail address, utilize the membership database to generate form letters with the member's demographic information. Ensure that you have the most current computer files from the past chair. (see detailed procedures for the database operator).
6. Identify all members who have not paid their dues by February 1st. Create and mail delinquent dues notices (Second Notice) to those members using their demographic information in the membership database. Non-renewed members will forfeit their membership if their renewal and dues are not received by February 15th (per bylaws).

* *Per executive board meeting 2002*

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7. Direct any member who resigns to send a copy of their resignation in writing to the Secretary (per bylaws). E-mail notification is acceptable for resignation. Enter the resignation information in the membership database so that a record of resignation is documented (a former member may be reinstated without a reinstatement fee if they formally resign).
8. Receive copy of dues renewal from the Treasurer on an ongoing basis to keep the membership database updated concurrently. The Treasurer may transmit copies via USPS, fax, or electronic files via e-mail. Keep the President informed of renewal status of membership and new members.
9. If the membership renewal appears to be slow, and/or down considerably, coordinate an action plan to maintain membership renewals with the President. It is important that a review of the renewals by the President and President-Elect is done by at least by Feb. 10. A group email could be sent out to those who have not yet renewed that they only have a few days left (and include "Please ignore this if you have already sent your Renewal").
10. Purchase an appreciation plaque for the Immediate Past President. The accepted price range is approximately \$50-\$60. (Update with Board as needed).
11. Personally present the President's pin and gift to the Immediate Past President or designate a presenter at the Installation services. (Obtain the president's pin from the Treasurer).
12. Select an installation officer and inform the Program Chair and President of that selection. The President will have a computerized agenda for the Officer installation; obtain a copy to help you prepare for the installation. Make arrangements with the Program Chair to include the installation officer in the luncheon count, at no charge, if that person is not a TxTRA member. Guests of the President-Elect should pay any banquet charges. Notify the Program Chair no later than two (2) weeks prior to the conference of guests' names and make payment arrangements for banquet fees with the Program Chair.
13. Receive the final ballot results from the current President. Notify those elected to office as soon as possible that they have been elected to serve for the coming year. This should be done verbally and confirmed in writing (email is acceptable). Provide communication via phone, letter, or e-mail to the candidates who were not elected immediately after notification is given to the newly elected officers.
14. Select appointments for the offices of:
 - Historian

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- Parliamentarian
- Program Chair
- Ways and Means Committee Chair
- Website Chair
- Ad Hoc Committee Chair (if applicable)

Note: Announce appointees at annual conference or within 30 days of the conference through group email and/or newsletter.

15. Select appointments for the following liaisons:
 - TCR Liaison
 - TxHIMA Liaison
 - TMA Liaison (This is a two-year appointment that must be approved by the Texas Medical Association. Coordinate this appointment with the Immediate Past President.)
16. Select the location and date for the next annual conference. Confirm with the new Program Chair. Coordinate all arrangements with the Program Chair.
17. Prepare an acceptance speech, including announcement of any appointments and the annual conference location (if already determined). This speech is to be given immediately after the installation of officers at the annual conference.
 - A. If desired, a request can be made at the conference for those interested in any appointments or committees to contact you for consideration. Consider coordinating with the President, a group email to announce the election results and request those interested in appointments or committees to contact you.
18. Prepare for the Executive Committee Meeting to be conducted the day following the installation of the new officers. Work with the current year's Program Chair ahead of time to arrange a convenient board meeting and make sure that the new executive board is informed of the meeting time as soon as possible.
 - A. Prepare an Agenda with copies to be distributed to the Executive Committee.
 - B. Request the chairs or appointees to assemble committees and report to you by 60 days following the annual conference. A list of new officers, board of trustees, appointees, and committee members should be posted to the website as soon as possible and included in the first newsletter following installation. If a newsletter does not go out by January 1st, inform the membership by email.

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- C. Incorporate new and old business to be acted on into the agenda from the previous Executive Committee Meetings.
- 19. Transfer files and/or property of TxTRA at the annual conference or by agreement and obtain the signature from the person receiving these files or property of TxTRA. Keep that signature on file.
- 20. Take an inventory of items/materials of your office and create an inventory. Make sure the new officer signs the inventory to assure accountability.
- 21. Build a group email list for communication with the membership or coordinate with the incoming President-Elect. Keep that list updated during your entire term.
- 22. Approve a budget at the first meeting of the new Presidential term.

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FIRST VICE PRESIDENT

Duties: Shall assume the Presidential duties in the absence of the President; shall succeed to the office of President or President Elect in case of vacancy; and shall serve as Chair of Education Committee (Bylaws, Article IV, Section 4C).

Responsibilities:

1. Serves as Chair of the Education Committee (see Education Committee Procedures).
2. Develop, plan, and coordinate educational activities. These activities may be held throughout the year, and/or in conjunction with the annual conference.
 - A. Abstracting materials and/or workshops.
 - B. CTR examination preparation workshops.
 - C. Training for standard revisions as appropriate.
 - D. Articles for the newsletter.
3. Serve as an ex officio member of the Program Committee. Serve the committee by helping as requested and by requesting CE hour approval for the program from NCRA.
4. Transfer all files and/or property of TxTRA at the annual conference or by agreement and obtain the signature of the person receiving files or property of TxTRA. Keep that signature on file.
5. If the Board approves a scholarship to attend the annual conference, design and coordinate the competition, selection of winner, and awarding of that scholarship.

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SECOND VICE PRESIDENT

Duties: Shall succeed to the office of President, President Elect, or First vice President in case of vacancy; and serve as Chair of the Publications Committee (Bylaws, Article IV, Section 4D).

Responsibilities:

1. Serves as Chair of the Publications Committee (see Publications Committee procedures).
2. Transfer all files and/or property of TxTRA at the annual conference or by agreement and obtain the signature of the person receiving the files or property of TxTRA. Keep that signature on file.

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SECRETARY

Duties: Shall be custodian of all records and transactions of TxTRA and Committee reports; shall keep the official roster, shall send out a notice of each meeting; shall serve as Chair of the Nominating Committee

Responsibilities:

1. Read the minutes of the previous meetings.
2. Read important correspondence at the general meeting.
3. Record the proceedings (what is done) of meetings of the organization, Board of Trustees and Executive Committee and record the name(s) of member(s) making motion(s).
4. Call meeting to order in absence of President or Vice President. Preside until the election of Chair Pro TEM.
5. Conduct correspondence for the organization as needed.
6. Receive a copy of any proposed bylaw amendments from the Bylaws Committee per bylaws. If requested, assist in coordination of mail out of proposed bylaw amendments to the membership.
7. Request and keep a copy of the official membership roster.
 - A. President-Elect will forward a copy of any resignation submitted by a member (per bylaws).
8. Coordinate the method of counting all voting members attending the annual business meeting with the President and the Program Chair. Obtain a copy of the most recent membership roster from the President-Elect and bring it to the business meeting to use in verifying a quorum. Once the determination that a quorum is, or is not, present has been made, inform the President of the results.
9. Coordinate, if asked, all general mailings to the membership. Request a current membership list/labels from the membership chair for each mailing.
10. When notified by the Treasurer of the death of a TxTRA member and consequent transfer of funds to Trust Fund, send notification to family. If a memorial gift is made, notify the family of the deceased and send an acknowledgment to the donor.
11. Transfer all files and/or property of TxTRA at Annual conference or by agreement and obtain the signature of the person receiving the files or property of TxTRA. Keep that signature on file.

See next page for deadlines for Secretary duties.

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DEADLINES for Secretary Duties:

1. **By January 15:**
 - A. Request a Governor's Proclamation of Texas Tumor Registrars Week for the week in April that is the National Cancer Registrars Week. Call NCRA for exact dates if needed. See the letter of request in the Secretary's binder under "Correspondence" for a sample. After receiving the Governor's Proclamation, arrange for an electronic copy of it to be posted on the website and mail copies to each member at least two weeks prior to Texas Tumor Registrars week. The original is kept with the Secretary's records.
 - B. Ask the President if a poster contest will be held. If it is decided to hold the contest, make arrangements to include the winning poster in the Proclamation mail out.
2. **By April 1:** Begin compiling nominations for next election of officers (see the Nominating Committee procedures).
3. **By 60-days prior to Annual Conference:** Mail the election ballots to the membership. (See Nominating committee Procedures.)
4. **By the Annual Meeting:** Inform the incoming Secretary of need to select two (2) members to serve on the Nominating Committee for the coming year. (The Immediate Past Secretary remains as a member of the committee.) Make arrangements to transfer all Secretary supplies and records to the incoming Secretary at the annual meeting. Obtain the signature of the incoming Secretary or designee who picks up the files. Keep that signature on file.
5. **By November 30:** If transfer of the secretary supplies and records are not conducted at the annual meeting, do so by mail or shipping company. Use a signature of receipt system. Keep that receipt on file.

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TREASURER

Duties: Shall be responsible for receipt and disbursement of all funds and keep an accurate record thereof; shall serve as Chair of the Finance Committee, (Bylaws, Article IV, Section 2F); and must be bondable.*

Responsibilities:

1. Receive and bank all moneys due the organization; record all expenses; deposit income and pay bills within two weeks of receipt, or earlier if the situation dictates.
2. It is the President's responsibility to ensure TxTRA accounts have the proper officers on signature file; however, coordinate with President the change of signatures allowed on TxTRA accounts at Annual conference or as soon as possible after. The primary checking account for expenses should require either the President's or the Treasurer's signature. Any large checking account in existence or savings accounts (money market accounts) or CDS should require BOTH the President's and the Treasurer's signature.*
3. Obtain board input and prepare a proposed budget at the beginning term. Work with finance committee.
4. Prepare financial report of the organization (statement of balances at beginning of term, income, expenses and ending balances) for each Executive Committee meeting and general business meeting.
5. Have bank statements for all accounts, checkbook, ledger and financial report available for audit at the annual TxTRA conference. Take checkbook to Spring Board Retreat and annual conference and be available to write checks as needed.
6. Send a "Welcome to TxTRA" membership card to each member whose dues are received. This also serves as their receipt for membership. The front of the card can be completed with the member name and expiration date with computer and laser printer or typewriter (NOT handwritten). A mailing label with the member's name and a date stamp may be used to complete the card. A mailing label can be affixed to the blank side of the card so that it may be sent as a postcard for the current postcard postage rate. **Send copy of renewal forms to the President-elect as received.** Retain original renewal forms for a minimum of two years. Keep President and President-Elect informed of status of membership renewals. Ensure a complete list of

* Per executive board meeting 2002

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renewals in addition to the renewal forms is sent to the President-Elect by January 31st and by February 25 or sooner as directed by the President-Elect.

7. Keep a roster of all current members to compare with the membership kept by the President-Elect (Membership Chair). Resolve any discrepancies with the President-Elect.
8. If a TxTRA member dies, donate \$25.00 to the charity of the family's choice (American Cancer Society if no choice).
9. Provide monthly bank statements to President. If online banking is being utilized, ensure President has access and is informed on a monthly basis of the finances of TxTRA. Keep executive board informed on any important issues to ensure informed voting should that be required.
10. Custody of the Past President pins is the responsibility of the Treasurer. These pins are gold-colored gavels. The President-Elect will request a pin before each Installation to be given to the current President as part of the installation ceremony. Re-order pins when the supply is depleted.
11. Get direction from the executive board through the President on transferring funds if TxTRA accounts are to be changed to a different bank and coordinate with the President.
12. Responsible for notifying IRS of address changes and completing any required IRS forms when necessary.
13. Bring CD maturity date to executive board for action.
14. For scholarships to sit for the CTR Exam and for training (copied from the procedure to process CTR Exam and training scholarship requests):
 - A. The Treasurer will:
 - i) For the CTR exam funding:
 - (1) Make the check payable for the approved amount to:
 - (a) The National Cancer Registrars Association (NCRA) Council on Certification if the scholarship is awarded prior to the CTR exam registration deadline so the applicant can include it with the CTR Exam application. NOTE: The NCRA policy allows for the receipt of two separate checks for payment of the exam.
 - (b) If the scholarship is awarded after the registration deadline has past, the funds will be held until the recipient provides proof of sitting for the exam. This

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must be provided within 30 days of the exam date or the funds are forfeited.

- ii) For Training Courses:
 - (1) If prior to the training course, write a check for the approved amount of the tuition to the entity providing the training.
 - (2) If the training course is approved after the registration deadline has past, the funds will be held until the recipient provides proof of attendance at the training course. This must be provided within 30 days of the training or the funds are forfeited.
 - iii) For TxTRA sponsored training: A credit will be issued in lieu of a check.
 - iv) Mail the Award Letter (forwarded from the Education Chairperson) to the recipient. The check will be enclosed if it is awarded after the exam/course.
 - v) Email verification to the education chair that the check was mailed to the recipient.
15. Transfer files and/or property of TxTRA at Annual conference or by agreement and obtain signature from person receiving files or property of TxTRA. Keep signature on file.

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PARLIAMENTARIAN

Duties: The Parliamentarian shall be appointed by the President; shall be informed on ROBERT'S RULES OF ORDER, NEWLY REVISED; shall advise the presiding President on points of Parliamentary Law; shall give similar points of order when challenged by members of this association; and shall chair the Bylaws Committee.

Responsibilities:

1. Attend all general and special meetings of the Board of Trustees and/or the Executive Committee. Provide parliamentary assistance to the President especially during the business meeting at the annual conference. Designate a committee member to represent the Parliamentarian at any executive board meeting and/or annual conference if the Parliamentarian's attendance is not possible.
2. Prepare and receive suggested amendments for presentation to the Board of Trustees and the general membership for consideration. (See Bylaws Committee Procedures.)
3. Transfer all files and/or property of TxTRA at the annual conference or by agreement. Obtain the signature of the person receiving the files or property of TxTRA. Keep that signature on file.

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HISTORIAN

Duties: Shall be appointed by the President; shall be caretaker of the official TxTRA Scrapbooks and Banner; shall maintain an up-to-date pictorial history of the Association.

Responsibilities:

1. Attend all general and special meetings. If your attendance is not possible, arrange for an alternate to attend in order to document association proceedings.
2. Prepare reports for the board as requested and in the required format. Contact the President for direction.
3. Photograph TxTRA events when possible. Digital or film photography may be used. If using film media, order digitized pictures on CD for the archives when the film is first developed.
4. Offer the picture CDs of annual meetings to the Immediate Past President to borrow. This will allow the Immediate Past President the opportunity to include a selection of pictures with the article he/she writes for the Fall newsletter after the annual conference. Ensure that the picture CDs are returned to the historian files in a reasonable amount of time.
5. Process the pictures and place original photos in the albums. Keep the photo current year's album updated. Maintain and preserve the other years' photo albums and scrapbooks. Notify the President when you need to purchase additional albums and obtain approval.
6. Bring, or make arrangements for delivery, and display the following items at the annual conference:
 - A. The photo albums and scrapbooks as selected by the President.
 - B. TxTRA's banner.
 - C. Coordinate a separate display area for the albums and scrapbooks with the Program chair and/or the President.
7. Contact the President-Elect just prior to the annual conference to determine if a Historian has been appointed. Make arrangements with the President-Elect and/or incoming the Historian to transfer the TxTRA photo albums and scrapbooks.
8. Transfer all Historian files, albums and other property of TxTRA at the annual conference or by agreement. Obtain the signature of the person receiving the files or property of TxTRA. Keep that signature on file.

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LIAISON TO THE TEXAS MEDICAL ASSOCIATION (TMA)

APPOINTMENT: Designated by the President of TxTRA and appointed by the President of the Texas Medical Association (main office: Austin).

Designee agrees to serve a two-year term.

QUALIFICATIONS: Must be an active member of TxTRA

RESPONSIBILITIES

1. The TMA Cancer Committee meets from two to three times a year on Friday preceding the TMA Fall and Winter Conferences; and, at the discretion of the Chair, prior to the Annual Spring Session.
2. There are no formal duties assigned to this position. However, a report is to be made at each meeting of the TxTRA Executive Committee.
3. A written report will be published at least once a year in the TxTRA newsletter on the Cancer committee's activities; or each time a report is made to the Board, it can also be submitted to the Publications Chair for inclusion in the newsletter.
4. TxTRA will reimburse consultant to attend one meeting (if out of town from consultant).
5. TxTRA's contact at the TMA:

Stephanie A. González, MHA
Program Manager
Physician Oncology Education Program
Texas Medical Association
401 W. 15th St.
Austin, TX 78701
Phone: (512) 370-1469
Fax: (512) 370-1693
Stephanie.Gonzalez@texmed.org

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LIAISON TO THE TEXAS CANCER REGISTRY (TCR)

APPOINTMENT: Presidential appointment

QUALIFICATIONS: Must be an active member of TxTRA

RESPONSIBILITIES

1. The person accepting this Presidential appointment agrees to serve as a Liaison between TxTRA and the Texas Cancer Registry. The potential areas of service include attending TCR planning meetings when invited, and attending the Texas Cancer Data Workgroup meetings.
2. The Liaison will represent TxTRA's interests when attending any meetings. The Liaison will confer with the President whenever necessary to clarify any question or issue.
3. The Liaison will provide a report covering any pertinent information or actions taken by the TCR at each meeting of the TxTRA Executive Committee.
4. A written report will be published at least once a year in the TxTRA newsletter on the TCR's activities; or each time a report is made to the board, a report will be submitted to the Publications chair.
5. TxTRA will reimburse consultant to attend one meeting (if out of town from Liaison). Expenses covered are transportation, lodging, and meals.

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**LIAISON TO THE
TEXAS HEALTH INFORMATION MANAGEMENT
ASSOCIATION (TxHIMA)**

APPOINTMENT: Presidential appointment

QUALIFICATIONS: Must be an active member of TxTRA

RESPONSIBILITIES

1. The person accepting this Presidential appointment agrees to serve as a Liaison between TxTRA and the Texas Health Information Management Association. The potential areas of service include attending TxHIMA conferences and manning TxTRA's display booth, plus communicating with TxHIMA officers when desired or necessary.
2. This Liaison will represent TxTRA's interests when attending any meetings. The Liaison will confer with the President whenever necessary to clarify any question or issue.
3. The Liaison will provide a report covering any pertinent information or actions taken by the TxHIMA at each meeting of the TxTRA Executive Committee.
4. A written report will be published at least once a year in the TxTRA newsletter on the TxHIMA activities; or each time a report is made to the Executive Committee, that report will be submitted to the Publications Chair for inclusion in the next newsletter.
5. TxTRA will reimburse the Liaison to attend one meeting (if out of town from consultant). Expenses covered are transportation, lodging, and meals.

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EXECUTIVE COMMITTEE

Membership: All Elected Officers
Chairs of Standing Committees
Board of Trustees

Responsibilities: As stated in the Bylaws, Article VI and Article VII

Standing committees per bylaws:

- Membership
- Education
- Publications
- Nominating
- Finance
- Ways and Means
- Program
- Bylaws

All members of Executive Committee and Board of Trustees are voting members at Executive Board Meetings.

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BOARD OF TRUSTEES

MEMBERSHIP: Shall consist of not less than three (3) or more than ten (10) active members of TxTRA. Trustees shall hold office for a period of three (3) years. In the event of a vacancy, the remaining members will elect a member of the Association to complete the expired term. Officers of the Association and Chairs of standing committees are ex officio members. (Bylaws, Article VI, Sections 1,2,4, and 5).

RESPONSIBILITIES:

1. As stated in the bylaws, Article VI, Section
2. Be kept informed of TxTRA activities throughout the year by the Officers. If no communication is received in a timely manner (perceived by the Board of Trustees), contact the President and/or other officers to ascertain the status of TxTRA activities. Be kept informed of TxTRA's financial condition at all times as needed to make informed votes.
3. Vote on expenditure of monies for special purposes (i.e., special workshops, CD's, Scholarship Fund, etc). Receive copies of all Treasurer reports. Receive copies of bank statements at executive meetings and interims when necessary. A member of the Board of Trustees may request a copy of a bank statement or report at any time while in office.
4. All Trustees are expected to make every conceivable effort to attend all Board Meetings. The President must excuse absences.
5. Immediate Past President shall become a member of the Board of Trustees for one year following their Presidency.
6. If a member's status of membership changes and/or a Trustee resigns (to the President), no replacement is to be made.

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STRATEGIC PLANNING COMMITTEE

CHAIRPERSON: Immediate Past President

MEMBERSHIP: The committee shall consist of the Chair (Immediate Past President) plus all members of the Board of Trustees.

RESPONSIBILITIES:

1. Review the Strategic Planning Committee's report from the previous year for continuity.
2. Ensure that any previously identified goals have been met or are being currently addressed.
3. Set and outline new strategic goals for the following:
 - A. Education of Texas Tumor Registrars and reporters through the Texas Tumor Registrars Association
 - B. Organizational management of the Texas Tumor Registrars Association
 - C. Financing of the operation of the Texas Tumor Registrars Association
 - D. Any other identified needs, problems, or opportunities for improvement
4. Make recommendations to the Executive Board to further the Texas Tumor Registrars Association's mission and vision.
5. Coordinate the strategic plan(s) with the Executive Committee.

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MEMBERSHIP COMMITTEE

Chair: President-Elect

Membership: The Committee shall consist of the chair and three (3) members. The Past Chair shall remain on the committee as a member for an additional year and two (2) new members to serve one (1) year terms will be appointed by the present Chair. In the event of a vacancy, the Chair shall appoint a new member to fill the vacancy.

Responsibilities:

1. Receive and process all applications for membership according to established procedures approved by the Board.
2. Keeper of the computerized membership roster and mailing labels. (see procedures for providing lists and/or labels to requesters at the end of this document).
3. Forward all membership applications to each of the three (3) committee members for membership approval.
4. Once an application has been approved, mail the following to the new member: a welcome letter acknowledging membership approval, a membership certificate, and their membership card. Send a cover letter acknowledging their application's approval to all new members (obtain a computerized copy of the previous letter from the Past Chair). The letter will also contain instructions on how to access the Members Only Section of the website and print a copy of the Membership Roster and most recent newsletter. In the event that a new member does not have e-mail and/or internet access, a binder containing copies of the current membership roster and the most recent newsletter should be included with the welcome letter to the new member. Make sure that binders are on hand and included in the Membership budget.
5. Send a copy of the approved application to the President; or, make arrangements with the President to keep her/him informed of all new members in place of sending copies of the approved applications.
6. When any member's information changes, notify the Website Committee Chairperson of all/any updates to be posted on the website **as soon after receipt of the information as possible**. This notification shall be made in the most efficient manner possible (electronic, USPS mail, phone, etc) and facilitates updating the interactive membership roster on the website so that it is as current as possible. The information to be forwarded includes:

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- A. New members to be added.
- B. Resigned members to be deleted.
- C. Forfeited members to be deleted.
- D. Demographic information changes.
 - i) Name
 - ii) Credentials
 - iii) Home (address, phone, e-mail)
 - iv) Work (company, address, phone, e-mail)
 - v) Type of membership
 - vi) Mailing preference
- 7. Notify the 2nd Vice-President/Publication chair of the following:
 - A. All new members in time for their names to be included in the newsletter; or write an article for the newsletter to update the membership.
 - B. Notify the Publication Chair of new members who require a printed copy of the newsletter.
- 8. Write a newsletter article at least once during your term about membership and the Committee's activities.
- 9. Maintain the official, Access Membership roster.
 - A. Add new members in a timely manner.
 - B. Remove resigned and forfeited members in a timely manner.
 - C. Provide a roster to the Officers and/or Board of Trustees when requested.
- 10. Receive resignation notification from members. This may be a formal letter, a note written on the renewal form, or an e-mail message notifying TxTRA of their resignation.
 - A. Forward a copy of the resignation to the Secretary (per bylaws).
- 11. Assign a "Buddy" to each new member to act as a mentor. Communicate with the mentor asking them to contact the new member and introduce themselves as their "Buddy". (The Buddy is a current member of TxTRA and is meant to assist the new member with TxTRA or registry questions.)
- 12. Have membership applications available at all TxTRA meetings.

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Membership Committee: Application Approval Procedures

1. Application for membership in TxTRA is submitted to the Membership Committee Chair with dues attached.
2. The Chair will review the application for accuracy and completeness, copy the application, attach an approval form, and forward these documents by mail, fax, or present personally to each Committee member.
3. The Committee Members, including the Chair, will:
 - A. Review the application carefully.
 - B. Make one of the following recommendations:
 - i) Application APPROVED by Membership Committee
 - ii) Application HELD for discussion by Membership Committee with reason (s) specified.
 - iii) Application DENIED APPROVAL by Membership Committee with reason(s) specified.
 - C. Return their copy of the approvals form to the Chair with their selection from the above recommendations as soon as possible and retain the application form for their files.
4. The Committee Chair will review all recommendations made by Committee Members.
5. The Chair will make one of the following decisions based on unanimous recommendations of committee members, take appropriate action, and notify the applicant of such action.
 - A. Application approved. (ALL COMMITTEE MEMBERS MUST BE IN UNANIMOUS AGREEMENT).
 - i) The Chair will forward a copy of the application and dues to Treasurer.
 - ii) The Chair will send a welcome letter plus the membership card and certificate to all new members.
 - iii) The Chair will inform the Board of Trustees of all approved applications at the next Board Meeting.
 - iv) The Chair will be responsible to update the membership database as members are approved.

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- v) The Chair will send a list of new members to the 2nd Vice-President/Publications Committee chair for publication in newsletters, or write an article to also announce all new members.
- B. Application DENIED APPROVAL
- i) The Chair will notify all committee members of such decision.
 - ii) The Chair will present any application denied membership by any committee member to the Membership Committee at the next meeting, and will outline the reasons for the recommended denial of membership.
 - iii) The Committee will discuss the information and make recommendations for APPROVAL or DENIED APPROVAL of the application in question.
 - iv) The Chair will take appropriate action if the application is APPROVED.
 - v) The Chair will hold all applications DENIED APPROVAL for presentation to the TxTRA Board at the next Board Meeting.
 - (1) The TxTRA Board will discuss the application and make the final ruling for APPROVAL or DENIED APPROVAL.
 - (2) The Membership Chair will inform the applicant of APPROVAL as outlined previously or of the Board's DENIAL of membership and reasons thereof.
6. The Chair will advise the 2nd Vice-President/Publication Chair of all member's names and addresses that request a printed copy of the newsletter.
7. The Membership Committee may make application recommendations with at least three (3) of the (4) members present. However, as all actions must be based upon unanimous decision of the committee members, the Chair must inform the absent member of the discussion and recommendation by quorum and the absent member must be in agreement before any action may be taken.
8. No applications will be acted upon during the 30 days immediately prior to the annual conference. The applicable date will be determined by the postmark on the envelope.

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Membership Committee: New Member Mentor System

Policy: Each new member of TxTRA will be assigned a Buddy (a more experienced member) who will assist the new member. The purpose of the Buddy System is to make the new members welcome and to provide information on TxTRA.

Buddy Procedure:

1. The Membership Chair will ask an experienced member to serve as “buddy” to each new member of TxTRA.
2. The buddy is asked to contact the new member at least twice during the year, this can be done by letter or phone.
3. The buddy system is designed to provide a contact for the new member. It is not expected that the person appointed as a buddy is an expert or a teacher; however, it is expected that he/she will be friendly and helpful to the new member.

Handbook:

1. Publish a handbook containing: History of TxTRA, List of Past-Presidents and Current Officers and Committees, Guidelines for Consultants, Bylaws, Current Membership Roster, and a Change of Address Form.
 - A. The handbook is made available to all members via the website (www.txtra.org).
 - B. Printed copies are mailed to members:
 - i) Who do not have e-mail and/or internet access
 - ii) Who request printed copies for any reason
 - C. Obtain the computerized database from the Past Chair. Update the database as needed. Seek direction from the Past Chair as needed.
2. The Handbook is to be published and ready for distribution within the first quarter of the new calendar year. It is published via:
 - A. Posting on the TxTRA website (www.txtra.org) .
 - B. Printed copies are available as needed.

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Mailing labels/Membership List Agreement:

1. Any request for mailing labels or a membership list received by the Membership Committee shall be forwarded to the President of TxTRA.
2. The request for mailing labels or membership lists must state in writing what the requesting party wants to use the information for and to whom they will be sending the information. Payment in full via check or money order must accompany the request.
3. A mailing label or membership list agreement will be forwarded to the requesting party or customer with the rates and restrictions listed. After completion of the agreement by the requestor, it will be forwarded to the President for approval. Each mailing label or membership list order must be prepaid.
4. Upon approval, the President-Elect will forward the computerized list or labels to the requestor.
5. Fees for obtaining the lists or labels are as follows.

TxTRA Membership Labels

Members \$ 50.00

Non-Members \$100.00

TxTRA Membership List

Members \$ 50.00

Non-Members \$100.00

6. Each mailing label or membership list order provided by TxTRA is for use one time only. Duplication of labels and lists is not authorized. Upon termination of the agreement, all lists and copies shall be deleted or destroyed by the requestor.
7. All lists and information provided by TxTRA are confidential and remain the sole property of TxTRA. In no event shall a customer divulge to anyone, make copies of, or use same in any way except as may be permitted in writing by TxTRA. Customer shall safeguard such lists from appropriation by third parties.

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Reinstatement

1. A reinstatement fee of fifty percent (50%) of the current membership fee will be assessed if a member forfeited their previous membership by not resigning in good standing.
2. If a forfeited member reapplies for membership, the reinstatement fee of fifty percent (50%) will be required; and the applicant must be approved for reinstatement by the Membership Committee per the new member process specified above.

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TxTRA Membership Database

Software: Access

Database Administrator: President-Elect

The TxTRA membership database shall contain the listing of all members (regardless of membership category) and be updated with members and demographic changes on a routine basis by the President-Elect. The database shall be used to provide lists of members for approved uses, generate renewal letters, track former members (including resignation status) mailing labels for approved uses, and other lists or reports as deemed necessary by the executive committee.

- The President and President-Elect should approve requests for membership lists/labels from board members, appointees, or liaisons (unless specifically stated in the procedures, obtaining mailing labels is a duty of the requester, i.e. Secretary to mail members a copy of the Governor's Proclamation).
- Requests for membership labels or lists from other TxTRA members or vendors should be forwarded to the President-Elect for processing (see Membership Committee procedures).

A back-up copy of the database should be sent to the President and Immediate Past President after several updates are made. (no less than on a quarterly basis). The back-up copy should be zipped and sent by email or copied to a CD and mailed provided the recipient has a CD drive. The President-Elect should coordinate with the President and Immediate Past President for help in operating and maintaining the database.

Detailed instructions on operating the database will be updated and maintained by the President-Elect, President, and Immediate Past President.

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EDUCATION COMMITTEE

Chair: First Vice President

Membership: The Committee shall consist of the chair and a minimum of three (3) members. The Past Chair shall remain on the Committee as a member for one additional year and a minimum of two (2) new members will serve one-year terms after appointment by the present Chair. In the event of a vacancy, the Chair shall appoint a new member to fill the vacancy.

Responsibilities:

1. Define the educational needs of the Association.
2. Develop educational programs to meet the needs of members and potential members.
3. Develop an annual education budget for board approval.
4. Develop procedures for and administer the scholarship fund.
5. Administer scholarship for members to assist in payment of fees to sit for the CTR Exam or attend approved Training/Workshops. See the Scholarship Funding policy and procedure.
6. The Education Committee should serve as ex-officio members of the Program committee to assist the Program Chair with educational aspects of the annual conference to assure that the educational needs of the members are met.
8. The Education Committee will work with other committees for the educational development of TxTRA members.
9. The Education Committee will plan and present educational programs, materials and resources.
10. The Education Committee will submit educational programs for Continuing Education approval as appropriate, including the Annual Conference program, to NCRA for approval.
11. The Education Committee will develop an ongoing evaluation program to assure that the objectives of all educational programs are being met.
12. TxTRA need not apply for CE hour approval from AHIMA. AHIMA honors NCRA approved programs for contact hours.
13. The Education Committee shall provide educational questions for inclusion in each edition of TxTRA's newsletter. As funding is available and with prior approval of the Board and/or the Executive Committee, prizes can be awarded to randomly selected individuals who provide correct answers to

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the questions in the newsletter. The annual budget for prizes is not to exceed \$100.

14. The Education Committee will develop guidelines for a scholarship contest for one year to attend the TxTRA annual conference to be awarded to a member in good standing. This is dependent on funding approval by the Board.
 - A. Registration fee for winner will be waived.
 - B. Funding will only include lodging and travel. Meals are not included.
 - C. Total cost is not to exceed \$500.
15. The Chair will transfer all files and/or property of TxTRA at the annual conference or by agreement. The Chair will obtain the signature of the person receiving said files or property of TxTRA. The signature will be kept on file.

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TxTRA EDUCATION COMMITTEE

Application for TxTRA Scholarship Funding

1. QUALIFICATIONS

- A. Must be a TxTRA member in good standing for at least one continuous year.
- B. To request funds for the CTR exam, the applicant must meet the eligibility criteria as defined by the Council on Certification and must not have previously received TxTRA funds for the CTR exam.

2. APPLICATION PROCESS

- A. Correspondence associated with the scholarship process (letters to the Education Committee members, the Membership Committee Chairperson, the Treasurer and the applicant) must be updated to reflect the current Officers and Committee members.
- B. Upon receipt of an Application for Scholarship Funding, the Education Chair will document the date the application was received in the upper on the application. The Chair will also make an appropriate notation in the Scholarship Log.
- C. Within seven (7) working days of receipt of the application, the Education Chair will:
 - i) Review the application for completeness; and then email, fax or mail the application to each Education Committee member with a copy of the Education Committee Approval Form.
 - (1) Education Committee members will review the application and return their completed paperwork to the Education Chair within seven (7) working days of receipt.
 - ii) Email, fax or mail the application and the Membership Letter to the Membership Committee Chair to verify the applicant's above-specified TxTRA membership requirement.
 - (1) The Membership Chair will review the application, verify the membership requirement and return the completed paperwork to the Education Chair within seven (7) working days of receipt.
 - iii) Retain a copy of all correspondence.

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- iv) Upon approval by the Education Committee members and confirmation from the Membership Chair that the applicant meets the current criteria, the Education Chair will mail or email to the Treasurer an authorization to release the funds and award letter so that they can be mailed together by the Treasurer.
- D. The Treasurer will:
- i) For the CTR exam funding:
 - (1) Make the check payable for the approved amount to:
 - (a) The National Cancer Registrars Association (NCRA) Council on Certification if the scholarship is awarded prior to the CTR exam registration deadline. This allows the applicant to include it with the CTR Exam application. NOTE: The NCRA policy allows for the receipt of two separate checks for payment of the exam.
 - (b) If the scholarship is awarded after the registration deadline has past, the funds will be held until the recipient provides proof of sitting for the exam. This must be provided within 30 days of the exam date or the funds are forfeited.
 - ii) For Training Courses:
 - (1) If approved prior to the training course, a check is written for the approved amount of the tuition and made payable to the entity providing the training.
 - (2) If the training course is approved after the registration deadline has past, the funds will be held until the recipient provides proof of attendance at the training course. This must be provided within 30 days of the training or the funds are forfeited.
 - iii) For TxTRA-sponsored training: A credit will be issued in lieu of a check.
 - iv) Mail the Award Letter (forwarded from the Education Chair) to the recipient. The check will be enclosed as appropriate.
 - v) Email verification to the Education Chair that the check was mailed to the recipient.

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- E. Upon receipt of the Treasurer's Letter, the Education Chair will staple it to the recipient's original Application for Scholarship Funding and file it in a folder marked "Completed Applications for the Year ____".
- i) All correspondence from the Education Committee, Membership Committee Chair, and the Treasurer will be kept with the original application.

3. FUNDING POLICIES

- A. The following training courses will be considered for scholarship funding:
- i) Comprehensive cancer registry training courses that offer instruction in the functions of the cancer registry field. These other training courses/programs must meet the approval of the Education Committee of TxTRA.
 - ii) If a member requests and is approved to receive funding for transportation or lodging costs to attend a training course, the member will only be reimbursed for actual expenses, total award not to exceed \$500 (unless otherwise stipulated by the Executive Committee).
 - iii) Copies of all applicable receipts must be forwarded to the Treasurer prior to compensation.
 - iv) Upon completion of a training course, the scholarship applicant/recipient must send a copy of the Course Completion Certificate with tuition and transportation receipts (if applicable) to the TxTRA Treasurer within 30 days of completing the course.
 - v) The Education Chair will keep a Log of Scholarship Funding by year as documentation of all requested and processed applications.
 - vi) If an applicant does not meet the qualifications for scholarship, the Education Committee Chair will send a letter to the applicant stating the reason(s) for the disapproval.

4. FINANCIAL GUIDELINES

- A. The maximum amount of scholarship funding for the year will be determined by the Board of Trustees and Executive Committee at the first meeting of the incoming Board of Trustees and Executive Committee, spring retreat, or other meeting as designated by the President.

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- B. Certified Tumor Registrar (CTR) Exam
 - i) Applicants approved for funding will be reimbursed one-half (1/2) of the cost of the exam for a member of NCRA.
 - ii) The scholarship does not cover transportation costs for the CTR exam.
- C. Training Courses
 - i) The maximum amount available for each applicant for each training course will be determined by the Board of Trustees and Executive Committee at the first called Board meeting of the year.
- D. The applicant must state on the application if his/her employer will share in the remainder of the exam fee or training course costs.
- E. An applicant can receive only one scholarship award annually (i.e., an applicant can not receive funds to sit for the CTR exam and receive funds to attending a training in the same year).
- F. An applicant can receive only one scholarship award to sit for the CTR exam.

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PUBLICATIONS COMMITTEE

Chair: Second Vice President

Membership: The committee shall consist of the Chair and three (3) members. The Past Chair shall remain on the committee as a member for one additional year and two (2) new members will serve one (1) year terms and shall be appointed by the present Chair. In the event of a vacancy, the Chair shall appoint a new member to fill the vacancy.

Responsibilities:

Newsletter:

1. Set deadlines for articles and announcements.
2. Set deadlines for printing and mailing of newsletter.
3. Publish three (3) times per year (approximately December, March, July-Winter, Spring, Summer).
4. Additional publications, if necessary, must be approved by the President and Executive Board.
5. Send a draft of the finished newsletter to the President for review and proof reading.
6. Maintain an email list and mailing list of TxTRA members for communication on articles and deadlines; or request that the President send out any our email communications.
7. The newsletter will be available on the website (www.txtra.org). The newsletter must be mailed the same week, that the newsletter goes up on the website, to those members who require a printed copy. Obtain a current mailing list of TxTRA members who require printed copies prior to each publication from the Membership Chair (President-Elect).
8. If requested by the President, send a copy of each newsletter to the Historian for inclusion in the TxTRA Historical albums.
9. The membership application should be included in the newsletter that is published in July (summer) of each year. This publication is sent to all reporting facilities UNLESS the Program Chair mails registration fliers to all the reporters in Texas. This effort is coordinated with the Program Chair. A "reporters" mailing list in label format is requested from the Texas Cancer Registry. The Call For Nominations (if ready in time), or notification of the upcoming election period, should be included in the March (Spring) edition.

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10. Reports from the NCRA Midwest Regional Director, TxHIMA and TCR Liaisons should be included in the newsletter at least once a year. The Membership Chair should provide an article to update the membership on the status at least once a year. Coordinate publication of NCRA reports with the President; these reports should be the Board reports received by the President from NCRA.

Advertising:

1. Letters should be sent to all vendors/contractors by January 31st to solicit advertisements in the newsletter for the upcoming year. This is for the calendar year.
2. The letters must reflect the name and address of the current Treasurer to whom payment is submitted.
3. A list should be kept of the vendors/contractors responding and the number of issues each purchased is recorded thereon.
4. Deadline for payment and advertisement submission should be two weeks prior to publication.

Newsletter prices:

Full Year Prices	¼ page:	\$100.00
	½ page:	\$150.00
	Full Page:	\$200.00
Single Issue:	¼ page:	\$35.00
	½ page:	\$50.00
	Full Page:	\$70.00

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NOMINATING COMMITTEE

CHAIR: Secretary

MEMBERSHIP: The committee shall consist of the Chair and three (3) members. The Past Chair shall remain on the committee as a member for one additional year and two (2) new members will serve one (1) year terms and shall be appointed by the present Chair. In the event of a vacancy, the Chair shall appoint a new member to fill the vacancy.

RESPONSIBILITIES:

1. Offices requiring nomination:

President Elect

First vice President

Second Vice President

Secretary

Treasurer

Two (2) or Three (3) members for the Board of Trustees (as needed)

2. By May 1:

A. Publish the Call For Nominations for all offices and applicable Board of Trustee member positions. The nominations will be returned to the Secretary/Nominating Chair.

B. If sufficient nominations are not received by the end of May, contact potential candidates by phone or e-mail as needed to obtain a complete slate of consenting candidates. It is preferable to have at least two (2) nominees for each office. Enlist the help of the committee members as needed.

C. Mail consent forms and background information forms to each nominee with a cover letter of explanation containing a notification that the forms must be returned within two (2) weeks of receipt by the nominee. No other mailings shall be included in the nomination request packets.

D. Copies of the duties and procedures of each applicable office should be included in each candidate's nomination request packet.

E. Nominations should be completed by July 1st. Contact the Immediate Past President to verify the nominees' membership status and eligibility. (The Immediate Past President will confirm the current membership

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status of nominees with the Membership Chair and will check with the Executive Board if needed.)

3. By July 15, or as determined by the President:
 - A. Prepare the ballot and submit it to the Immediate Past President for approval.
 - B. Prepare a cover letter with instructions on reviewing Candidate Profiles posted on the website, how to vote, and how to verify and return that vote. A copy of the previous cover letter may be obtained from the Past Chair.
 - C. Request mailing labels (or a listing of members in label format) from the Membership Chair.
 - D. Request a special label that includes only each member's name and a blank signature line for the ballot envelopes.
 - E. Ensure that the appropriate number of copies of the ballot and the cover letter are made.
 - F. Ensure that the appropriate number of three (3) different, successively smaller, sizes of envelopes are available. They will be nested together in the mailing.
 - G. For the candidates' profiles:
 - i) Arrange for posting on the website (www.txtra.org) to be coordinated with the anticipated arrival of the ballot packets.
 - ii) Obtain the appropriate number of copies of the profiles for mailing to all members who have requested printed copies of materials from TxTRA.
 - H. For members requesting printed materials from TxTRA, include copies of the candidates' profiles in their ballot packets.
 - I. Prepare the ballot packets for mailing:
 - i) Place the mailing labels on the largest envelopes for mailing to the members. (Labels are available from the Membership Chair).
 - ii) Place an address label for the appointed Teller on the second-largest, return envelopes. (Multiple labels of the Teller's address may be ordered from the Membership Chair).
 - iii) Place the member's label with the signature line in the upper left corner of the smallest, ballot envelope. The member will sign this label to verify their ballot.

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- iv) In the center of each of the smallest, ballot envelopes, stamp "Ballot" in red ink.
 - v) Fold the ballots so they fit exactly in the ballot envelope and insert them.
 - vi) Place the ballot in the ballot envelope; then put that envelope, the return envelope, and the cover letter, in the mailing envelope.
 - vii) For members who have requested printed candidate profiles, place the profiles in the mailing envelope along with the other materials.
 - viii) Determine the postage needed to mail both types of ballot packets and purchase sufficient stamps. When all of the ballot packets are prepared, mail them.
4. Ballot Deadline:
- A. Establish the ballot deadline with the President.

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FINANCE COMMITTEE

CHAIR: Treasurer

MEMBERSHIP: The committee shall consist of the Chair and three (3) members. The Past Chair shall remain on the committee as a member for one additional year and two (2) new members to serve one (1) year terms each shall be appointed by the present Chair. In the event of a vacancy, the chair shall appoint a new member to fill the remaining term of the vacancy.

RESPONSIBILITIES:

1. Examine the Treasurer's records (bank statements, check requests, invoices, and vouchers) and certify that the annual report is correct.
2. Assist the Treasurer in preparing budgets as needed.
3. Prepare a statement of the correctness of the annual report for filing with the organization.
4. Present the audit report at the annual business meeting.
5. Provide a written report of the audit for the Executive Committee and Board of Trustees.

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BYLAWS COMMITTEE

CHAIR: Parliamentary

MEMBERSHIP: The committee shall consist of the Chair and three (3) members. The Past Chair shall remain on the committee as a member for one additional year and two (2) members to serve one (1) year terms shall be appointed by the present Chair. In the event of a vacancy, the chair shall appoint a new member to fill the remaining term of the vacancy.

RESPONSIBILITIES:

1. Ensure that the most recent version of the Bylaws are posted on the website and available to all TxTRA members.
2. Interpret the Bylaws when requested.
3. Conduct an annual review of the Bylaws.
4. Receive all proposed Bylaws changes and coordinate with the President.
5. Present proposed Bylaws changes with recommendations to the Board of Trustees for their recommendations.
6. Send the completed copy of any proposed Bylaws changes to the Secretary. Coordinate mailing of the proposed changes to the membership at least thirty (30) days prior to the annual business meeting.
7. Maintain the Bylaws in electronic form.
8. Coordinate posting of the Bylaws on the website with the President and the Website Chair.
9. Ensure that any/all changes are transferred to the incoming Parliamentary and committee.

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WEBSITE COMMITTEE

- SENIOR CHAIR:** Shall succeed from the Junior Chair Position
- JUNIOR CHAIR:** President-Elect Appointment
- MEMBERSHIP:** The committee shall consist of the Senior and Junior Chairpersons and three (3) members. The Past Chair shall remain on the committee as a member for one additional year and two (2) members appointed by the Senior Chair will serve one (1) year terms each. In the event of a vacancy, the Chair shall appoint a new member to fill the remaining term of the vacancy.

RESPONSIBILITIES:

1. The Senior Chair will serve as Liaison with the vendor currently contracted to host the TxTRA website.
2. The Senior Chair will maintain bi-directional communications with the contracted vendor.
3. The Senior Chair will monitor the vendor's performance contract with TxTRA to ensure that all parties adhere to the signed agreement.
4. The Senior Chair will receive all requests for postings, updating, and editing of the website. The Senior Chair will perform, or ensure that the contracted vendor performs, all necessary and appropriate modifications.
5. The Junior Chair will assist the Senior Chair with all committee responsibilities to prepare for their term as Senior Chair.
6. The Junior Chair will receive formal training from the Senior Chair on the control panel. This control panel allows the committee to modify the sections of the TxTRA website that are editable by TxTRA.
7. The Junior Chair will provide back-up coverage to the Senior Chair for website modifications as requested by the Senior Chair.
8. The Past Chair will remain available for emergency website modifications and to provide consultation and guidance to the Senior and Junior Chairs.
9. The Senior Chair will be responsible for reviewing, updating, and maintaining ALL website content to ensure that it remains current and free of errors. This task includes review of the content directly modifiable by the Chairs plus all content modifiable only by the contracted vendor. This task will be regularly performed on at least a monthly basis, as well as when deemed necessary by special requests from the Officers and/or Board.

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10. The Senior Chair will be responsible for obtaining, reviewing, and posting of the new Handbook information after installation of the new Officers and Board of Trustee members.
11. The Senior Chair will be responsible for ensuring that job opportunities are posted on the website according to the Job Posting Procedure.
12. The contracted vendor is responsible for maintaining website security.
13. The contracted vendor is responsible for ensuring that all website content modifications (to sections that TxTRA cannot modify) are completed in a timely manner as requested by TxTRA.
14. Website job postings: vendors, contractors, and recruiters will be charged for one month posting of job position. The charge for this service is \$100.00.

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PROGRAM COMMITTEE

Chairperson: Presidential Appointment

Membership: The committee shall consist of a Chair and as many Members as may be needed to help. The Ways & Means Chair, or a designated member of that committee, should be a member the program committee. The Education Chair will be an ex officio member of the Program Committee. It is recommended that the program committee be composed of members in charge of coordinating key areas of the program planning.

Responsibilities: The committee shall plan the Annual Conference with the TxTRA President. The President should be kept informed on planning details and confirmations at all times. All official correspondence and programs shall refer to "Annual Conference" instead of "Annual Meeting." Official TxTRA letterhead shall be used for all correspondence related to the planning of the Annual Conference.

1. Expenses:
 - A. The President should approve any expenses in advance.
 - B. Receipts for reimbursement or payment are to be submitted to the Treasurer per Treasurer policies unless other arrangements are made with the President.
 - C. Review past program income/expense reports as benchmark for the program budget. Contact the past Chair or Past President for any necessary documentation.
2. Prepare an income/expense report (projected) for the TxTRA executive board no later than the annual spring board meeting.
 - A. Update the income/expense report during program planning and provide an update for any/all executive board meetings prior to the conference.
 - B. The Treasurer is to be given regular and complete updates on all finances.
 - C. Present the report at the Annual Business Meeting.
 - D. Prepare a final income and expense report for the executive board within two months of the close of the conference.
 - E. The President should be informed at all times of income and expenses.
 - F. The President will inform the executive board of any concerns or problems.

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3. Ensure that an official request for support from the Texas Division of the American Cancer Society is completed and filed. This form can be obtained from the main office in Austin, by contacting the ACS at 512-919-1869 or fax 512-919-1844.
 - A. An evaluation form will also be sent to you, which must be completed and sent back to the ACS in Austin within one month after annual conference. Grants will be paid upon completion of this evaluation.
 - B. The application should be sent to the ACS approximately 60 days prior to the conference.
 - C. You may update the stats to the ACS after submitting the application if there is a higher number of registrants or a lack of funds by emailing the director or TxTRA's ACS contact.
4. Secure a hotel for the conference.
 - A. Check with hotels for an appropriate, feasible meeting place.
 - B. Request a hotel representative be available at all times during the meeting to handle any last minute schedule changes and/or emergencies.
 - C. Provide contract information for approval by the executive board prior to signing the contract.
 - D. When the contract is signed, request a credit application, complete it, and provide it to hotel. This allows for billing after the conference.
5. Hotel arrangements:
 - A. Arrange for all needed meeting rooms. This will include any hotel-provided audiovisual equipment. Ensure that all the equipment is working, available, and on site ahead of time.
 - B. Designate a committee member to be in charge of the logistics of speaker preparations (AV, screens, microphones, projectors, etc).
 - C. Assign a person to coordinate introduction of speakers.
 - D. Have biographies prepared to keep on hand in case there are any changes.
 - E. Given that audiovisual costs are very high, ask the hotel if TxTRA can bring AV equipment. If approved, borrow equipment from any hospital that lends it out.

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- F. It is highly recommended that an AV tech be on site during the conference. Explore hotel and private provider prices and budget accordingly.
- 6. Arrange the luncheon and banquet menus plus all breaks. Contact the President-Elect to invite them to select the installation menu; ascertain if they want a head table.
- 7. Make arrangements for the President's Reception with the President.
- 8. Coordinate membership recognition with the President.
 - A. Members who have sustained their membership for 20, 25 and 30 years may be recognized with a plaque. (Contact the past Chair or Immediate Past President for direction).*
 - B. Contact the Membership Chair to ascertain which members are due for recognition.
- 9. Vendors and Exhibitors
 - A. Contact vendors with an invitation to exhibit, etc. A database for past and potential exhibitors and contributors is available from the past Program Chair or Past President.
 - B. Exhibit fees shall be at least \$300 and may include registration for one vendor/employee. If more than one employee from the same vendor attend the program, all additional employees must pay the full registration fee.
 - C. Vendors of any kind who are members of TxTRA will not receive complimentary meals or registration as part of sponsorship arrangements.
 - D. Solicit potential exhibitors and/or sponsors (i.e. pharmaceutical companies, registry staffing companies, etc.) as desired. Refer to the database; if you have new contacts, please add them to the database to pass on to next year's Chair.
- 10. Designate a committee member to be in charge of registration. This member must stay in contact with the Membership Chair to assure all new and accurate membership lists are available for registration mailings.
- 11. Registration fees

* *Per executive board meeting 2002*

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- A. Determine the registration fee for members, non-members, students, and other allied health professionals. **It is recommended that non-members will pay the registration fee plus \$40.**
 - B. If it is decided to offer single day rates, determine that amount. Consider any meals that day and be sure the daily rate covers those expenses.
 - C. The registration fee should be \$10.00 over the projected cost as determined by the Program Chair, unless you receive sponsorship(s) to help defray the cost of the conference.
 - D. Determine a late fee for members and non-members.
12. The registration fee shall be waived for TxTRA members who deliver a primary lecture (**one hour or more**) at the TxTRA meeting.
13. Create an agenda of the meeting with times and speakers.
14. Speaker arrangements
- A. It is suggested one member of the program committee coordinate all the speakers. Examples of letters to speakers should be provided in the Program Committee materials. If needed, contact the past Chair for copies.
 - B. It is also suggested that one program committee member be responsible for contacting each speaker to obtain his/her curriculum vita, slides, outline or synopsis of the presentation, and to identify his/her AV needs.
 - C. Send an instruction letter to each speaker. This letter should include notification of their time slot, the name of their moderator, the expected delivery date of their CV, and the expected date of their presentation materials. Include a map to the conference site as a courtesy.
 - D. Be aware of the software version(s) that will be utilized on any rented or borrowed equipment. Presentations saved in more recent software versions will not open in older versions. Double-check with the speakers.
 - E. Thank you notes for the speakers are the responsibility of the out going President.
 - F. If it is decided to provide speakers' gifts at the conference, you may provide thank you notes at that time.
 - G. The outgoing President may choose to send personal thank you notes after the conference. This is encouraged to promote the profession and TxTRA connections.

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15. Ensure that CE Hours are obtained for the conference.
 - A. Coordinate the application with the 1st Vice President/Education Chair. He/She is responsible for filing the NCRA CE hour application per the Education Committee's procedures.
 - B. Ensure that:
 - i) The NCRA application is obtained from their website.
 - ii) The NCRA application for CE hours is completed as instructed.
 - iii) A TxTRA check for the application fee is included with the request.
 - iv) All required documentation is submitted with the application.
 - (1) Each speaker's curriculum vita or completed form
 - (2) List of sponsors.
16. Distributing the conference registration brochure/flyer:
 - A. **Post the registration brochure on the website as soon as it is ready.**
 - B. **The recommended time to mail flyers is 90 days prior to the conference. Do NOT delay any later than 60 days prior.**
 - C. Mail the brochure/flyer and location maps to all TxTRA members.
 - D. Coordinate mailing to all state reporters with the Texas Cancer Registry.
 - i) Request a mailing list or labels from the regional office in your area.
 - ii) Mail the brochure/flyer to state reporters at the same time as mailing to TxTRA members.
 - iii) If this is not feasible, mail out no later than the summer newsletter release.
 - E. Mail to selected nonmembers, such as city and area hospitals, schools with allied health curricula, etc., to encourage attendance.
17. Registration Fees
 - A. Accept all registration fees.
 - B. Maintain an Excel spreadsheet (or some type of computerized accounting).
 - C. The accounting shall include:
 - i) All registrants
 - ii) Fee paid by each registrant
 - iii) Indication of TxTRA membership

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- D. Send a current copy of the spreadsheet to the Treasurer along with registration fees as received. It is most efficient to hold the fees until you have at least to mail.
 - E. Keep the President informed of registration numbers (expenditures, attendees, fees).
 - F. Ensure that the President sends an email reminder to TxTRA members at least two weeks prior to the early registration deadline.
18. Coordinate door prizes and pharmaceutical company “freebies” with the Ways and Means Committee.
19. Plan transportation needs; i.e., tours, courtesy airport pickup, etc.
20. Prepare the registration packets. These include, but are not limited to:
- A. Conference Program
 - B. Conference name badges
 - C. Tickets to events (if applicable)
 - D. Voting card (if applicable)
 - E. Free gifts
 - F. Presentation materials (see #21 below)
21. Provide copies of all speaker’s presentation handouts, slides, outlines and or synopses. These copies may be electronic or printed as TxTRA funds dictate.
- A. Electronic copies:
 - i) Request that speakers provide electronic files of their presentations 4-6 weeks prior to the conference.
 - ii) Coordinate posting of these files on the website **NO LATER THAN** two (2) weeks prior to the conference so that attendees have time to print the documents to bring to the conference.
 - iii) Arrange for CD copies of the presentations to be prepared for each attendee. These copies are included in the registration packets.
 - iv) After the conference, coordinate posting of the presentation materials on the TxTRA website with the Website Chair.
 - B. Printed copies (advise attendees to bring some type of binder):
 - i) Speaker’s outlines or presentations can be printed and combined into a program book for each attendee. These books are included in the registration packets.

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- ii) If the presentations are not received in time for inclusion in the formal program, they can be prepared for separate distribution just prior to the speaker's presentation.
- iii) Contact area hospitals to determine if copying can be donated.

22. Financial report:

- A. The Program Committee shall reconcile their financial report with the Treasurer's final report for the conference.
- B. It is recommended that Net Profit for the annual conference be reported instead of Gross Profit.

23. Expenses:

- A. All expenses shall be presented to the Treasurer for payment as they are accrued. Retain copies of invoices for later reconciliation of the conference's financial report.
- B. At the close of the conference, obtain the Hotel invoice.
- C. Coordinate verification of the Hotel invoice with the President. Be sure that this is a very thorough review.
- D. After verification, forward the Hotel invoice to the Treasurer for payment. Send a copy of the invoice and check request to the President.

24. Sponsorships:

- A. If sponsorships are pursued for funding of meals or breaks, review previous examples of past invitations to sponsors and/or contributors. These examples will be available from the past Chair if needed.
- B. A standard letter and form is to be utilized in sponsor solicitation.
- C. The Ways and Means Committee will be notified of all solicitations so that duplication request will not occur.
- D. Utilize the hotel menu to solicit contributions.
- E. Sponsors who contribute at least \$75.00 may provide literature to be included in the registration packets. **Sponsorship is a donation to TxTRA and is separate from exhibitor fees. They are to be used for defraying conference costs.**
- F. No literature from a vendor will be allowed at the conference registration table.
- G. Sponsors and exhibitors will be recognized in the Conference Program.

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- H. If a specific break is sponsored, provide a banner or poster in the break area that announces the sponsor.
25. Special events:
- A. Door prizes will be solicited by the Ways and Means Committee, or by their designated representative, per the Ways and Means Procedure. A list of businesses contacted or to be contacted shall be provided to the Program Chair and the President; this notification shall also identify the person soliciting those door prizes.
 - B. The Program Committee will manage all Cash or Conference Break sponsorships.
 - C. Ways and Means is in charge of all raffles and/or fund raising events unless a special Program Fund Raiser has been arranged.
26. Program Fund Raiser
- A. The President and Program Committee can elect to arrange a special fund raising event that is separate from Ways and Means activity.
 - B. An appropriate idea and theme are selected. Contact past Chairs for previous ideas.
 - C. The Program Committee makes all arrangements.
27. *Organizations who do not sell products but offer free information and assistance to TxTRA members as a whole (i.e., Texas Cancer Registry) shall be allowed to exhibit at no charge.*
28. The President's Gift:
- A. Purchasing the President's gift plaque is the responsibility of the President-Elect. S/He will obtain the President Pin from the Treasurer.
 - B. Coordinate the presentation of these items with the President-Elect.

Refer to the Past Program Chair(s) and previous meeting files for additional instructions.

The following guide is a suggestion for dividing responsibilities and coordination of the annual conference:

TxTRA ____ Annual Education Conference
Suggested Responsibility and Coordinator List
Program Committee:

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Responsibilities

Hotel accommodations: meeting space, guest rooms, meals and breaks, special events, signage, internet access, parking, transportation, audio/visual requirements, and any other identified needs.

Budget

Speakers

Agenda

Printed program

Syllabus of presentations for each attendee, either electronic or printed.

Audio/Visual requirements

Registration

SPACE, TABLES, ELECTRICAL AND INTERNET ACCESS for Registration, Ways & Means Committee, Exhibitors/Vendors, and any other identified needs

Exhibitors

Sponsorships

American Cancer Society Grant

Any other identified potential grant contributors

President's Reception

Business Meeting (usually a plated breakfast on Thursday)

Installation Luncheon

Hospitality

Moderators

Goody Bags

Door Prizes

Program Committee Fundraiser

Education Committee:

Responsibilities

CE Credits from NCRA

Ways and Means Committee:

Responsibilities

All fund raising activity with the exception of a Program Fund Raiser

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WAYS AND MEANS COMMITTEE

CHAIR: Presidential Appointment

MEMBERSHIP: The committee shall consist of a chair and a minimum of three (3) members. The Past Chair shall remain on the committee as a member for one additional year and two (2) members to serve one (1) year terms each shall be appointed by the current Chair. In the event of a vacancy, the Chair shall appoint a new member to fill the remaining term of the vacancy.

DEADLINES:

By Annual Meeting: Make arrangements to transfer all Ways and Means supplies to incoming Ways and Means Committee Chair.

RESPONSIBILITIES:

1. The committee shall plan and execute ways and means to add monies to the treasury.
2. Coordinate ordering of items to sell to the membership and at the annual conference. Contact the President and/or Treasurer to verify the budget amount (\$500). Approval on items to be purchased should be obtained from the Executive Committee and Board of Trustees. Payment to any vendor for items ordered should be obtained from the Treasurer.
3. Money received from the sale of items is given to the Treasurer at the earliest opportunity. Signed receipts for the monies should be obtained from the Treasurer.
4. Contact the Program Chair and assist in obtaining contributions for the Annual Meeting.
5. A report on committee activities, monies spent, and monies earned is given at each Board Meeting.
6. Maintain an inventory listing of all TxTRA Ways and Means items and provide with the Board report.
7. Transfer the inventory to the incoming chair; update the inventory sheet at the conference if that is where the transfer is done. Obtain the signature of the new chair (or designee) on the updated inventory list; provide a copy of the updated list to the Chair (or designee) AND the new President. (Keep a copy of the updated inventory in your files for at least two years).
8. Coordinate with the President on the best way to maintain the TxTRA exhibit booth display. Ensure that the display is available at the annual

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conference. Upon transfer of the TxTRA display, obtain the signature of the receiver and keep on file.

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TELLER COMMITTEE

CHAIR: Immediate Past President

MEMBERSHIP: The committee shall consist of the chair and three (3) members appointed by the President (but they should be regional to the Past President). The President may authorize the Chair to select the members of the committee. **In the event the Immediate Past President is placed on the ballot, the President is to appoint an alternate Chair. This must be established prior to the ballots being sent out to membership. The ballot is to reflect the address of the alternate Chair.**

RESPONSIBILITIES:

1. The person designated as addressee for the returned ballots (Immediate Past President), should retain them in the outer envelopes for delivery to the Tellers' meeting. The envelopes shall remain unopened until the meeting when the votes are to be counted.
2. At the Tellers' meeting, all inner envelopes are first removed from the outer envelopes. Then each envelope and ballot is handled in the following manner:
 - A. The signature on the envelope is checked against the list of qualified voters.
 - B. The voter is checked off on the list as having voted.
 - C. The envelope is opened and the ballot is removed and placed, still folded, into a receptacle.
3. When all inner envelopes have been processed, the ballots are taken from the receptacle, unfolded, and the votes are counted.
4. Counting of the ballots will be completed as soon as possible after the deadline for ballots to be received has passed. This ensures that the election results are finalized in advance of the annual conference.
5. After all of the votes are tabulated, notify the current President of the results of the election. The President then notifies the President Elect of the results.
6. The Committee Chair should retain the ballots until the annual meeting where it will be approved to destroy them.
7. Votes are disqualified if:

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- A. The vote is totally illegible. (If parts of the ballot are legible and the ballot qualifies otherwise, the legible areas are to be counted.)
- B. There is not a signature on the inner envelope that confirms that the ballot was cast by an eligible voter.

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TxTRA POLICY STATEMENT ON SPEAKER'S EXPENSES

TxTRA Member Speakers:

- A. The registration fee for any TxTRA member who delivers a primary lecture of at least ONE HOUR at the annual TxTRA conference shall be waived.

Non-TxTRA Members:

- A. It is the custom of TxTRA not to pay an Honorarium.
- B. Individual consideration will be given to special circumstances by the Program Committee and must be approved by the Executive Board.
- C. Non-member speakers may be reimbursed for coach airfare, meals and one night lodging as approved by the Executive Board.
- D. If multiple representations are desired or necessary, TxTRA will consider shared expenses.
- E. Anticipated expenses must be submitted in writing for approval at least 30 days prior to the conference.
- F. SPEAKERS WILL BE OFFERED COMPLIMENTARY REGISTRATION, LUNCH AND BANQUET MEALS.

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POLICY FOR REPLACING COMMITTEE MEMBERS

1. Any member serving on a committee who fails to pay their membership dues by February 28th, and thereby forfeits their membership, at the same time forfeits their position on any committee.
2. The Treasurer will notify the President, who will send a letter to the committee member stating that they have been relieved of their duties because their membership has been forfeited. A copy of the letter should go to the Chair of the committee so that a replacement may be named.
3. Any member who has paid their dues but are no longer in the cancer registry field, and who does not wish to continue their commitment, may be replaced if they so desire.
4. A replacement policy is deemed necessary due to the relatively small size of the committees and also to give current members an opportunity to serve.

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MAILING LABELS/MEMBERSHIP LIST AGREEMENT

1. Texas Tumor Registrars Association (TxTRA) mailing labels and/or membership lists are available for promotional purposes to Customers.
2. Rates are:

	Members	Non-Members
TxTRA Membership Labels	\$50.00	\$100.00
TxTRA Membership List only	\$50.00	\$100.00
3. All advertisers in the TxTRA newsletter are eligible for a 25% discount toward the purchase of mailing labels/membership list up to six months from the date of their last purchased advertisement.
4. **Each mailing label/membership list order must be prepaid and must include the information to be in the mailing for review by the Membership Chair and the President of TxTRA.**
5. All lists and information provided by TxTRA are confidential; and at all times are, and remain, the sole property of TxTRA. In no event shall the Customer divulge to anyone, make copies of, or use the labels/list in any way except as may be permitted in writing by TxTRA. The Customer shall safeguard such lists from appropriation by third parties.
6. Each mailing label/membership list order provided by TxTRA is for use one time only. Duplication of labels and lists is not authorized. Upon termination of the agreement, all lists and all copies of lists shall be returned to TxTRA. In lieu of this return, the Customer may certify that the lists were destroyed.
7. Although TxTRA shall make every reasonable effort to keep its lists up-to-date, TxTRA makes no guarantee as to the number of addresses that are undeliverable. TxTRA also makes no guarantee concerning the existence of such undeliverables. Inclusion of undeliverables shall not in any way constitute a material breach of this agreement by TxTRA; nor shall they entitle the Customer to any offset or damages.
8. The undersigned agrees to the above terms and conditions for the mutual covenants made herein:

TEXAS TUMOR REGISTRARS ASSOCIATION

BY: _____ DATE: _____

CUSTOMER:

BY: _____ DATE: _____