

Ohio Cancer Registrars Association



www.ohio-ocra.org

Regional Associations:

Cancer Registrars Association of Central Ohio (CRACO)
Miami Valley Cancer Registrars Association (MVCRA)
Northeast Cancer Registrars Association (NECRA)
Northwest Ohio Cancer Data Specialists (NWOCDS)
Ohio North Coast Oncology Data Specialists Association (ONCODSA)
Southern Ohio Cancer Registrars Association (SOCRA)

Board Meeting Attendance & Reporting Policy

Definitions

- ✓ Executive board members – Board positions that are elected by the membership of OCRA, per the bylaws of the association.
- ✓ Full board members – All the board members of OCRA including the executive board, committee chairs, and liaisons.
- ✓ Board year – Defined as October 1 to September 30 of a given year.
- ✓ Membership year – Defined as March 1 to February 28/29 of a given year.

Policy

- All board members will be present at a minimum of two-thirds of the board meetings called by the president of the association. If they cannot attend, they must notify the secretary as soon as possible so that required quorum for the meeting can be monitored.
 - All board members are encouraged to attend the annual membership meeting, as they are able to, which is held in conjunction with the annual education meeting.
- All board members are expected to submit a written report for every full board meeting called by the president of the association. Reports are to be submitted to the secretary at least one week in advance of the meeting and should discuss at a minimum progress towards the goals of that board position.
 - In a case where there is no update or nothing to report for a position, that board member is to notify the secretary at least one week in advance of the meeting, so that it may be noted on the agenda and in the minutes.
 - All board members are required to submit a written report to the members of the association summarizing their accomplishments during the board year for the annual membership meeting.
- All board members are expected to review all reports and agenda attachments prior to the meeting as posted on the OCRA board only website. This allows for the meetings to run efficiently, keeps all board members involved in the workings of the entire board, and also permits the board meetings to concentrate on items that need discussion instead of individual reports being presented.
- Board members that meet the attendance and reporting requirements outlined in this policy annually are eligible to have their membership fee waived for the next membership drive.
- The secretary will track meeting attendance and report submission for each board meeting. A list of those eligible for membership fee waiver will be forwarded to the membership chair by December 1st of that year, in time for the start of the annual membership drive.