**NYCRA Board of Directors Duties**

**Elected positions:**

1. President: shall preside at all meetings, shall appoint all standing committee chairpersons, shall perform all duties as customary usage and parliamentary procedures may require, shall be a member ex-officio of all committees ***except*** the Nominating Committee.
2. President-Elect/Legislative Liaison to NCRA: shall assist the President and Vice President with their duties throughout the year, shall keep NCRA’s Legislative Chair informed of all current New York State legislation that pertains to cancer surveillance, shall keep informed regarding the proceedings of the Association, shall serve as Communications Coordinator coordinating Web Site and Public Relations/Communications Committee activities[[1]](#footnote-1)**,** shall assume the duties of the President in his/her vacancy, shall succeed to the office of President at the conclusion of his/her present term of office. The President-Elect shall appoint the standing committee chairpersons for his/her term of office immediately after installation as President.
3. Vice President: shall assist the President in carrying out the duties of his/her office, shall be the chairperson of the Annual Education Program Committee5, shall elect up to two additional committee members to assist with carrying out committee duties.3
4. Vice President-Elect: shall assist the Vice President, as a member of the Annual Education Program Committee5 and shall succeed to the office of Vice President at the conclusion of his/her term of office.3
5. Secretary: shall keep a record of all proceedings of the Association, shall keep on file all committee reports, shall keep the official roster and call the roll where necessary, shall keep attendance records, shall have on hand at each meeting a list of all existing committees and their members, shall prepare an order of business for use by the presiding officer, shall send notices of each meeting and conduct the general correspondence of the Association.
6. Treasurer: shall be responsible for receipt and disbursement of all funds of the Association and shall keep an accurate record thereof, shall work closely with the Chairperson of the Membership Committee to maintain a current and updated membership roster, shall be elected for a term of two (2) years, and shall be bonded at the beginning of his/her designated term.

**Committees:**

The Standing Committees of this Association required to carry on the work of the association shall include: Bylaws, Continuing Education, Annual Education Program, Historian, Membership, Nominating, and Public Relations/Communications. These committees shall consist of a chairperson(s) (see Article IV, Section IIA) appointed by the President and *up to* two (2) members selected by the chairperson, with the exception of the Annual Education Program Committee as provided for under Article IV, Section IIC, the Continuing Education Committee as provided for in Article VII, Section IIB, and the Public Relations/Communications Committee as provided for in Article VII, Section IIG.6 Additional committee members may be added to any of the Standing Committees at the discretion of the Board.6

1. Bylaws: shall be reviewed and amended every five (5) years or as needed, shall request proposed amendments at least sixty (60) days prior to the Annual meeting, shall receive all proposed amendments and together with all amendments proposed by the Committee itself, shall incorporate these into proposed Bylaws revisions, shall communicate these revisions to the membership at least thirty (30) days prior to the meeting at which they are to be considered; shall distribute Bylaws revisions which have been approved at the meeting. Shall also act as parliamentarian and be familiar with the parliamentary procedures in Roberts Rules of Order, Newly Revised.3
2. Continuing Education: shall be responsible for development and coordination of all educational activities of NYCRA other than the Annual Meeting/Seminar. This committee shall consist of the Chair and up to three (3) members selected by the chairperson.3
3. Annual Education Program:5 shall be responsible for the program and all arrangements for the Annual Meeting/Conference. The Vice President will chair this committee (see Article IV, Section IIC).4
4. Historian: shall be appointed by the President for a two-year term. Shall be responsible for maintaining and updating all historical references.
5. Membership: shall send dues notices; receive dues payment and send full listing with checks received to the Treasurer with a copy to the President; shall conduct membership drives, shall maintain a current roster and shall perform other duties pertaining to membership in the operation of this Association; shall be responsible for maintaining the official membership roster; and, shall see that the Secretary has a copy of the Official Roster.
6. Nominating: shall request nominations at least sixty (60) days prior to the Annual Meeting in order to prepare a slate of officers for the coming year; shall prepare and distribute a ballot via email and website for electronic voting thirty (30) days prior to the Annual meeting2; shall verify and count said ballots prior to the Annual meeting, and shall present the results during the course of the Associations’ Business Meeting in the event of a tie vote.
7. Public Relations/Communications: The President-Elect shall serve as the Chairman and Communications Coordinator for the Public Relations/Communication Committee activities. The committee has the responsibility for carrying out projects and maintaining forms of social media designed to bring the Association and its activities to the attention of the membership, the public, and other allied health professionals. *Up to* two (2)members may be selected by the Chairperson, in order to cover responsibility for (b) maintaining the NYCRA official website; and (c) maintaining current social media accounts.3,6,7

1. [↑](#footnote-ref-1)