

MICHIGAN CANCER REGISTRAR'S ASSOCIATION

Dear MICRA Members:

Enclosed you will find a nomination form and candidate profile summary for the upcoming election to be held at the Annual Business Meeting on October 6-7, 2011. The positions to be filled are as follows:

- President-Elect (6-year term)** – Shall assume the duties of the President in his/her absence; shall complete the unexpired term of the President in the event of vacancy; shall assist the President in carrying out his/her duties; shall be chairperson of the Education committee; shall maintain the MICRA web site and be responsible for any correspondence between the web Manager (Glen Radford) and Start Logic; and shall maintain MICRA's Educational Resource Materials within the Library and disburse any educational material to the membership upon request. The President-Elect shall assume the office of Presidency for a 2-years following his/her election as President-Elect and shall then serve as President for a full 2-year term, then serving a 2-year term as Past-President.
- Corresponding Secretary (2-year term)** – Shall send notices of all meetings of the Association; shall conduct the general correspondence of the Association; shall be chairperson of the Membership Committee; and shall serve as a member of the Executive Board.
- North Regional Director (2-year term)** – Shall be responsible for serving as a liaison between the Association and the Executive Board; shall attend all regular meetings of the Association; and shall serve as a member of the Executive Board.
- South Regional Director (2-year term)** – Shall be responsible for serving as a liaison between the Association and the Executive Board; shall attend all regular meetings of the Association; and shall serve as a member of the Executive Board.
- Parliamentarian (2-year term)** – Shall be responsible for advising the President on Points of Parliamentary Law (consistent with Robert's Rule of Order Newly revised) at all regular meetings of the Association; review bylaws and recommend changes or clarification of MICRA bylaws; present to the Membership any additions or changes of the Bylaws at the annual meeting for voting and approval; shall maintain a current copy of the MICRA Bylaws; shall serve in an advisory capacity to all standing Committees; and shall serve as a member of the Executive Board.

The election will take place at our annual business meeting on Thursday, October 6, 2011. Terms of office for all positions will begin on January 1, 2012. Please note that by accepting a nomination for an Executive Board position, you are making a commitment to attend at least **four Executive Board meetings** per year (aside from the annual meeting) at a location deemed to be as centrally located as possible for all Executive Board members.

If you have an interest in running for a position or nominating someone else to do so, please complete the attached forms and return them to me by September 9, 2011 to the following mailing address:

Shari Pifer, CCS, CTR | 3750 N. Ball Ave. | Harrison, MI 48625

Thank you in advance for your willingness to serve and your prompt return of the nomination form and candidate profile summary. See you in Mt. Pleasant!

Sincerely,
Shari Pifer, CCS CTR
Recording Secretary

**MICHIGAN CANCER REGISTRAR'S ASSOCIATION
NOMINATING CONSENT FORM**

A. NOMINATION OF SELF:

I am interested in serving as an officer for the Michigan Cancer Registrar's Association.
(A candidate profile summary form must be completed and submitted along with the nomination form to be considered for one of these positions.)

Odd Years

- President (6 year term)
- Corresponding Secretary (2 year term)
- Parliamentarian (2 year term)
- South Regional Director (2 year term)
- North Regional Director (2 year term)

Even Years

- Treasurer (2 year term)
- Recording Secretary (2 year term)

If my name is selected to appear on the ballot and I am elected to this office by the Membership, I hereby agree to serve in that capacity honorably and to the best of my ability.

Signature _____ Date _____

B. NOMINATION OF ANOTHER INDIVIDUAL:

I wish to place the name of _____ in nomination for the office of

Odd Years

- President (6 year term)
- Corresponding Secretary (2 year term)
- Parliamentarian (2 year term)
- South Regional Director (2 year term)
- North Regional Director (2 year term)

Even Years

- Treasurer (2 year term)
- Recording Secretary (2 year term)

I have contacted this person and they have indicated willingness to serve in that capacity if elected. As required by MICRA By-laws, the candidate must provide written consent to serve.
(The individual nominated for the above position must complete and submit a candidate profile summary form.)

Signature _____ Date _____