

MICHIGAN CANCER REGISTRAR'S ASSOCIATION

Dear MICRA Members:

Enclosed you will find a nomination form and candidate profile summary for the upcoming election. Positions to be filled at the annual meeting October 11-12, 2007 are:

- **President-Elect (6-year term)** – The president-elect 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. The President-Elect shall assume the office of Presidency two years following his/her election as President-Elect and shall then serve as President for a full 2-year term. As past president he/she shall serve as an advisor the present president.
- **Corresponding Secretary (2-year term)** – The corresponding secretary shall send notices of all meetings of the Association; shall conduct the general correspondence of the Association; shall be chairperson of the Membership Committee. The corresponding secretary shall maintain the membership database, which includes home/work demographics as well as work related information on each member/non-member. The corresponding secretary provides the membership roster to the membership in a timely manner based on the consensus of the membership and board i.e. mailing or posted on MICRA website. The corresponding secretary performs periodic review of the database to determine active membership based on current payment of dues. The corresponding secretary shall also serve as needed at the yearly annual meeting.
- **North Regional Director (2-year term)** – The north regional director 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)** – The south regional director 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)** – The parliamentarian shall be responsible for advising the President on Points of Parliamentary Law (consistent with Robert's Rules of Order, newly revised) at all regular meetings of the Association and shall serve as a member of the Executive Board. The Parliamentarian shall also serve in an advisory capacity to all standing committees as needed.

The election will take place at our annual business meeting on Thursday, October 11, 2007. Terms of office for all positions will begin on January 1, 2008. 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 11, 2007 by fax at (810) 257-9471 or to the following mailing address:

Danita Roberts ♦ 12378 Creekside Dr. ♦ Clio, MI 48420

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

Sincerely,

Danita Roberts, BS, 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 Registrars' Association. (*A candidate profile summary form must be completed and submitted along with the nomination form to be considered for one of these positions.*)

CIRCLE ONE: President-Elect (6-year term)
 Corresponding Secretary (2-year term)
 North Regional Director (2-year term)
 South Regional Director (2-year term)
 Parliamentarian (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 _____. 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 _____

MICHIGAN CANCER REGISTRAR'S ASSOCIATION

CANDIDATE PROFILE SUMMARY

For the office of _____

Name _____ Active Member Since _____

Address _____

City _____ State _____ Zip _____

Phone (home) _____ (work) _____

E-mail _____

Education: _____

Other Training/Continuing Education/Accomplishments: _____

Work Experience: _____

Previous MICRA Offices/Committee Memberships: _____

Other Organizational or Activity Participation of Interest: _____

Signature of Candidate _____ Date _____