

**Mission**

The mission of New York State Cancer Consortium is to reduce the human and economic burden of cancer in New York State.

**Vision**

People concerned about cancer will work collaboratively to implement the New York State Comprehensive Cancer Control Plan, while respecting and embracing the cultural, demographic and geographic diversity within New York State.

**I. MEMBERSHIP**

- a. Membership is open to individuals and organizations that support the goals of the New York State Comprehensive Cancer Control Plan.
- b. All members will receive communications and updates on Plan activities, and will be given an opportunity to participate in all aspects of NYS Comprehensive Cancer Control activities.
- c. Levels of Membership
  - General
  - Steering Committee Member
  - Standing/Program Committee Member
- d. Applying for Membership
  - All members shall complete and sign a Membership Application and Disclosure Statement for any potential conflicts of interest.
  - Membership will be granted at the discretion of the Steering Committee.

**II. STEERING COMMITTEE MEMBERSHIP**

- a. Steering Committee shall be made up of 20 to 25 members
- b. Principles of Representation
  - The Steering Committee may include individuals, and public and private organizations who represent the voices of their constituency to the Consortium.
  - Steering Committee membership will reflect the cultural, demographic and geographic diversity of New York State.
- c. Number of meetings/year
  - Six meetings per year: 3 conference calls and 3 in-person meetings.
- d. Participation Requirements
  - Minimum of 4 meetings annually.

**III. STEERING COMMITTEE RESPONSIBILITIES**

Purpose: Steering committee of the New York State Cancer Consortium is responsible for overseeing the implementation and evaluation of the Plan. This will be accomplished by a review of the emerging policy issues, development of a Consortium advocacy agenda and education of the membership through the Consortium Standing Committees, website, Chronicle and other communication venues.

- a. Leadership responsibilities include:
  - Strategic planning & review of progress
  - Liaison with committees
  - Develop policy
  - Review actions and committee recommendations
  - Review recommendations of Membership Committee
- b. Decisions will occur by consensus

## IV. OFFICERS

- a. Positions
  - Chair or Co-Chairs
  - Vice Chair (if there is no co-chair)
  - Secretary
  - Immediate Past Chair(s)
- b. Process for appointment
  - Membership Committee to solicit recommendations for officers.
  - Officers must be current members of the Steering Committee and have served on the Steering Committee for at least one full year.
  - Steering Committee to appoint officers using consensus model.
  - Term of office is two years.

## V. ADVISORY COMMITTEES

Purpose: Committees created to assist the Steering Committee in providing direction and focus for the NYSCC.

- a. Cancer Center Directors
  - Provide expertise and priority guidance
  - Serve as advocates for key cancer control issues
- b. Policy Committees
  - Provides updates on relevant legislation relative to the New York State Cancer Consortium
  - Develops legislative policy/advocacy agenda
  - Develops policy/procedures for statewide communications
  - Acts as a resource to all committees.

## VI. STANDING COMMITTEES

### Purpose & Membership

Committees created to support the infrastructure and ensure progress of the New York State Cancer Consortium. Each Standing Committee shall include a representative from the Steering Committee (designee/alternate) and at least four other persons representing either organizational or individual membership.

Each Standing Committee shall ensure that members represent the diversity of the State and that the Committee's activities reflect a commitment to supporting the NYSCC mission and vision.

- a. **Communications Committee**
  - Provides statewide oversight of communications, promotional materials, press releases, etc. related to the New York State Cancer Consortium
  - Develops policy/procedures for statewide communications
  - Resource to other committees as needed
- b. **Evaluation Committee**
  - Provides oversight on measuring progress toward achieving plan goals.
  - Provides quality assurance of implementation activities.
  - Collaborates with Implementation Committee to develop framework for process and outcome evaluation of local implementation activities.
- c. **Membership Committee**
  - Develops policies/procedures
  - Solicits recommendations for Chair(s), Vice Chair and Secretary
  - Develops process for membership recruitment/orientation/retention
  - Reviews membership applications and disclosure statements and make recommendations to Steering Committee for approval
- d. **Ad Hoc Committees**
  - Steering committee may create ad hoc committees as needed; short term committee to be dissolved when assignment completed

VII. PROGRAM COMMITTEES

Purpose and Membership

Committees created to implement the Plan through advocacy, policy and education in their specified field of expertise to ensure access to care for all New Yorkers. Each Program Committee shall include a representative from the Steering Committee (designee/alternate) and at least four other persons representing either organizational or individual membership.

Program Committees are not permanent committees and will be altered according to the focus of the NYSCC determined by the Steering Committee.