



MONTANA CANCER CONTROL COALITION

Working together...



As a member of MTCCC you will have many opportunities to share your passion and expertise in controlling cancer in Montana. You may participate in the groups and activities of your choice.

The following is a brief overview of the various volunteer roles and responsibilities within the coalition. Keep in mind that you may take on different roles in different groups!



MTCCC CO-CHAIR

The Co-chairs shall serve as Chairs of the Steering Committee, the MTCCC and on the Administrative Board. These positions are appointed by the Steering Committee from a slate of volunteers. The Co-Chairs serve in a leadership capacity and may serve in an advisory role to the MTCCC, Committees, Implementation Teams and Expertise Workgroups.

Term: 2 years, on the calendar year, staggered with no limits.

In the event an officer of the Steering committee is unable to complete his or her term, the Steering committee shall appoint a replacement for the remainder of the term.

Prerequisites

- Knowledgeable of the Montana CCC Plan, Vision, Mission, strategic plan, and by-laws
- Familiar with Comprehensive Cancer Control
- Able to communicate the MTCCC vision to the community and to members

Level of Commitment

- Attend and lead quarterly Steering Committee meetings and scheduled conference calls
- Attend Administrative Board conference calls & meetings
- Attend and Chair 2 statewide MTCCC meetings annually
- Participate in Annual 2 day Leadership Retreat
- Attend other MTCCC group meetings as necessary
- Prepare & review materials needed to effectively plan, implement, & lead the MTCCC

Estimated time commitment: 3-5 hours/week – variable during planning for educational symposium, annual meetings, Steering Committee Meetings and strategy implementation.

Lines of Communication

- Facilitate communication amongst Steering Committee
- Designated speakers for actions/decisions and questions directed to the MTCCC
- Media contact for the MTCCC

Roles and Responsibilities

- Serve as officers and members of the MTCCC; providing leadership and administrative oversight to the MTCCC
- Act as part of the governance and decision-making body for the MTCCC
- Participate actively in the recruitment of new members
- Develop and maintain positive relations with all members
- Participates with Steering Committee to lead and evaluate the Coalition's effectiveness through implementation of the Montana CCC Plan.
- Establishes and disbands Teams, Workgroups, Ad Hoc Taskforces, Standing and Ad Hoc Committees as necessary to achieve the Montana CCC Plan Mission in collaboration with the Steering Committee.
- Ensure the MTCCC is operating in compliance with the by-laws
- Request review of the Bylaws and policies at the second biannual meeting on a yearly basis
- Plans Steering Committee and Administrative Board Meetings in collaboration with the Cancer Control Program Manager.
- Represent MTCCC before the Media – serving as “one-voice” in external media inquiries
- Serve in advisory role of Past Chair for Steering Cmte in the first active year as Immediate Past Co-Chair.



SECRETARY/TREASURER

Elected from and by the Steering committee by simple majority vote in January for a two-year term

Prerequisites

- Be familiar with Montana CCC Plan and Resources Support Expertise Work Group
- Receive training on difference between Support Expertise Workgroups, Standing Committees and Implementation Teams and how they interact with Steering Committee

Level of Commitment

- 2 statewide MTCCC meetings per year
- Annual 2 day Leadership Retreat
- Attend quarterly Steering Committee meetings and conference calls as scheduled
- Attend Administration Board meetings
- Member of Resources Support Expertise Workgroup
- Preparation and Review time as needed

Estimated time commitment: 12 hours per month

Lines of Communication

- In direct communication with Resources Support Expertise Workgroup and Steering Committee
- Communicates consistently with Administrative Board, MCCCCP Program Manager and Outreach Coordinator

Roles and Responsibilities

Secretarial duties:

Oversee MCCCCP handling of MTCCC documents

Treasurer duties:

Ensure accurate tracking/monitoring/accountability for MTCCC funds

- Monitor the receipt, deposit and disbursement of all funds of the MTCCC as directed by the Steering Committee
- Submit reports of the financial condition of the MTCCC as requested
- Ensure adequate financial controls
- Oversee the annual audit and report to the Steering Committee
- Liaison to the Administrative Board regarding all Resource Support Expertise Workgroup concerns/issues and decisions



MEMBER-AT-LARGE – for the Steering Committee

Two or Three Members-at-Large will be elected by the MTCCC from the slate nominated by the MTCCC members. They shall be elected at the fall meeting for a two-year term (staggered) and may serve unlimited additional terms.

Prerequisite

- Be familiar with Montana CCC Plan
- Receive training on difference between Support Expertise Workgroups, Standing Committees and Implementation Teams and how they interact with Steering Committee
- Receive training on the work of the MTCCC Steering Committee

Level of Commitment

- 2 statewide MTCCC meetings per year
- Annual 2 day Leadership Retreat
- Attend quarterly Steering Committee meetings and scheduled conference calls
- Preparation and Review time as needed

Estimated time commitment: 12 hours per month

Lines of Communication

- Serves as a representative for the whole of the MTCCC members on the Steering Committee
- Actively pursues member input regarding matters brought to the Steering committee, and votes on behalf of the broader membership

Roles and responsibilities

- Actively participate in the Steering committee and MTCCC meetings and activities.
- Coordinate input to, and feedback from, the full MTCCC and the Steering committee.
- Report to the full MTCCC annually on the actions of the Steering committee and Implementation groups.



CHAIR of Implementation Teams, Committees, and Workgroups

The Chair is nominated by their group (standing committee, implementation team, and support expertise work group). The Chair of each group is then approved by the Steering committee.

Term: 2 years, on the calendar year, staggered with no limits

Prerequisites

- Be familiar with Montana CCC Plan, specifically know section of the plan relating to your group
- Receive training on difference between Support Expertise Workgroups, Standing Committees and Implementation Teams and how they interact with your group

Level of Commitment

- Attend quarterly Steering Committee meetings and conference calls as needed
- Attend group meetings/conf. calls, as determined by group
- 2 statewide MTCCC meetings per year
- Annual 2 day Leadership Retreat (usually in February or March)
- Preparation and Review time as needed

In the event the Chair is unable to attend any of the above mtgs, the Chair will ensure attendance by group Manager, or another group member in their stead.

Estimated time commitment: 20 hours per month

Lines of communication

- Communicates action/decisions of the Steering committee to the group.
- Communication link from group to steering cmte & spokesperson for group within MTCCC
- Maintains communications with group Manager

Roles and Responsibilities

- Responsible for keeping group direction clear and on target for task achievement
- Responsible for assisting Manager in leading the group (co-leaders)
- Develop agenda for group meetings
- To ensure succession of leadership:
 - Mentor prospective leaders in your group
 - Welcome new members & orient them to the work of the group

Work Plan

- Once a year, with group, prioritize Montana CCC Plan strategies and develop an annual *Work Plan* by June 1st

Lead group in implementing strategies defined in Work Plan

- Discern within the group; the individual group member assets/resources and needs, and communicate these back to Resources work group and Steering committee
- Seeing that *Agenda/Action Plan* action items and *Work Plan* goals are accomplished by working collaboratively
- Make sure *Work Plan* tasks are completed by group, and timelines are adhered to

Prepare group activity reports for MTCCC and Steering committee

- Support Manager in preparing group activity reports and agendas
- Support Manager in updating *Work Plan Outcomes and Progress* columns
- Remind group members to complete in-kind tracking sheets for group meetings
- Report workplan progress quarterly to Steering Comte and Newsletter task force



MANAGER of Implementation Teams, Committees, and Workgroups

Managers are selected by their group (standing committee, implementation team, and support expertise work group)

Term: 2 years, on the calendar year, staggered with Chair position, with no limits

Prerequisites

- Be familiar with MTCCC Plan, specifically know section of the plan relating to your group
- Receive training on difference between Support Expertise Workgroups, Standing Committees and Implementation Teams and how they interact with your group

Level of Commitment

- Attend group meetings/conf. calls, as determined by group and/or Chair
- 2 statewide MTCCC meetings per year
- Annual 2 day Leadership Retreat
- Preparation and Review time as needed

In the event the Chair is unable to attend a Steering Committee meeting, the Chair will request Manager's attendance in their stead.

Estimated time commitment: 20 hours per month

Lines of Communication

- Communications with group Chair
- Serve as spokesperson for group within MTCCC if Chair is not available to do so
- Manager is the facilitator of the group, keeps group communications strong

Roles and Responsibilities

- Welcome new members & orient them to the work of the group

Work Plan

- Once a year, with group, prioritize Montana CCC Plan strategies and develop an annual *Work Plan* by June 1st
- Update *Work Plan Outcomes and Progress* column as activities are completed and submit to Group Coordinator (MCCCP) quarterly

Assist & support chair in leading group

- Work closely with the Chair to develop agendas.
- Set up all meetings
- Notify MCCCP Group Coordinator if members resign from or join group so membership list can be updated

Agenda/Action Plan:

- Send out *Agenda/Action Plan* to group at least 1 week prior to meeting
- Fill in action column of the *Agenda/Action Plan* after meeting and send out to members (what actions to be done, who is to do it and by when)
- As actions are completed, fill in *Action Completed and Date* column, and submit to Group Coordinator of MCCCP

In-kind Tracking Forms:

- Acquire from each group member their category /code and whether they are representing themselves or their organization
- Record attendance at meetings on Action Plans and submit to MCCCP Group Coordinator
- Remind members to track individual in-kind tracking contributions quarterly, submit to MCCCP



GENERAL MEMBER - of Implementation Teams, Committees, and Workgroups

All members who are not designated as a Chair or Manager of a group are considered to be a general member. Individuals may be members on one or several groups, however all members are expected to participate in all groups with which have signed up for.

Prerequisites

- Be familiar with Montana CCC Plan
- Are dedicated to impacting cancer in Montana

Level of Commitment

- Attend meetings (conference calls and in-person as needed) for their respective groups
- Attend biannual MTCCC Statewide meetings
- Actively participate in group activities

Estimated time commitment: 5 hours per month

Lines of Communication

- Maintain contact with group(s) Chair and Manager and necessary. Inform Manager of absences from meetings, etc.
- Inter-group communication between other group members

Roles and Responsibilities

- Participate in group and coalition activities to meet workplan objectives
- Serve as an ambassador of the MTCCC, the CCC Plan, and of your respective organization or community