



ASSOCIATION FOR CLINICAL ONCOLOGY CHARTER DESCRIPTION

COMMITTEE:	State Affiliate Council
DEPARTMENT:	Policy & Advocacy Department
DEPARTMENT STAFF:	Director, Program Specialist, and Program Coordinator

PURPOSE

To serve as an advisory group to the Board of Directors of the Association and, as necessary, the Board of Directors of the American Society of Clinical Oncology (the “Society”) on issues relating to the State and Regional Affiliates (referred to here as Affiliates) and their members, and to collaborate with and support effective communications between the Association Board and the Association’s domestic membership.

COMPOSITION OF COMMITTEE

The Council is composed of one physician representative from each of the State and Regional Affiliates in good standing (referred to here as Representatives). The Representative is selected by the Affiliate and must be a full Association member and a member of the Affiliate. One staff person from each Affiliate, typically the Affiliate’s executive director/administrator, will also serve on the Council with vote (referred to here as EDs). The same individual may serve as ED on the Council for more than one Affiliate, but is only entitled to one vote on Council actions. The Council will also be assigned a Board of Directors liaison (referred to here as the Board Liaison), who is a different individual than the Board Liaison to the Society’s Clinical Practice Committee. In keeping with the Association’s policy, the Board Liaison will be selected by the Chair of the Association Board of Directors and will have a vote on the Council.

The Council will have an Executive Subcommittee comprised of seven members who serve staggered terms. Nominations will be solicited from the Council for open seats on the Executive Subcommittee in the manner set forth in the State Affiliate Council Executive Subcommittee Description. Members of the Executive Subcommittee will be elected by the Council to serve three-year terms. After two consecutive terms on the Executive Subcommittee, an individual will not be eligible to serve on the Executive Subcommittee during the following three years.

COUNCIL ACTIONS

A quorum for action by the State Affiliate Council is a majority of the Representatives. The Council will elect all Executive Subcommittee members (including the Chair-Elect) through a majority vote of the Representatives, EDs (with each ED having only one vote regardless of the number of Affiliates the ED represents), and Board Liaison. The Council will take all other actions, including election of other subcommittee members, through a majority vote of the Representatives and Board Liaison. Voting may occur at an in-person meeting, a teleconference, or a video conference as long as a majority of Representatives are participating. Written or electronic voting is also valid as long as all Representatives and the Board Liaison have an opportunity to vote and votes are cast by a majority of Representatives.

In the rare event that a Representative is not able to participate in a full Council meeting, the Affiliate

may select an alternate representative (referred to here as an Alternate) for that meeting only. The Alternate must be a full Association member and a member of the Affiliate. The Alternate may vote in the Representative's place for that meeting only. Alternates will not participate in Executive Subcommittee meetings.

COUNCIL MEMBERS' TERM

There are no set term limits for Representatives and EDs on the State Affiliate Council. Each Representative and ED serves at the pleasure of his or her Affiliate, so long as he or she remains qualified as described above. In the event of a vacancy, the Affiliate will select a qualified successor. Except in the case of removal of the Council Chair, as provided below, in the event of a vacancy on the Executive Subcommittee, the successor selected to fill that individual's Council seat will also sit on the Executive Subcommittee for the remainder of the departing individual's term. In the event of a vacancy in the Board Liaison position, the Association will appoint a replacement.

COUNCIL CHAIR

The Council Chair will be a Representative. Nominations will be solicited from the Council for the Chair-Elect, who will be elected annually by the Council. Each Chair-Elect will become Chair and then Past-Chair. After serving in those three positions, an individual is not eligible to serve as Chair-Elect or Chair during the next three years. Except in the case of removal of the Council Chair, in the event of a vacancy in the office of Chair-Elect or Chair, the Council will nominate and elect a successor to fill the unexpired term. That individual will then be eligible to serve again without a break. In the event of a vacancy in the office of Past-Chair, the office will remain vacant for the remainder of the year.

The Council Chair may be removed, with or without cause, by the Board of Directors of the American Society of Clinical Oncology (the "Society"), and the Society Board may appoint another Representative to serve for the remainder of the removed Chair's term.

If the Chair is not able to participate in a Council Meeting, an Alternate may represent the Chair's Affiliate at that meeting. However, the Chair-Elect will chair the meeting.

COUNCIL CHAIR'S TERM

One year, consecutive terms as Chair-Elect, Chair, and Past-Chair.

COUNCIL

RESPONSIBILITIES AND AUTHORITIES:

- Provide input to the Association Board of Directors and, as necessary, the Society Board of Directors, on issues affecting Affiliates and their members
- Identify unaddressed needs; develop consensus for Board consideration
- Disseminate information about the Association's public policy priorities to its membership
- Respond to Association Board of Director inquiries
- Provide feedback on draft policy statements
- Represent the Association at Affiliate meetings, as approved by Chair
- Suggest ideas for programming at ASCO's Annual Meeting
- The Council is an advisory body. Neither the Council, its Chair, nor the Representatives or EDs have the authority to bind the Association, the Society, or their affiliates (collectively "ASCO"), issue ASCO position statements, speak for ASCO except as authorized by the relevant ASCO Boards of Directors, or commit ASCO funds

COUNCIL CHAIR

RESPONSIBILITIES AND AUTHORITIES:

- Assist staff in responding to inquiries; review and approve Council related correspondence
- Chair the Council Executive Subcommittee
- Chair the Council nominating committee
- Identify and promote new volunteer leadership within the Council
- Build support for positions that emanate from the Council
- Represent the Association at relevant meetings of oncologists, including those sponsored by Affiliates, to share information about the Association, its affiliates, and their programs
- Create subcommittees as needed to carry out the work of the Council
- Disclose potential conflicts of interest and comply with applicable conflict of interest policies

COUNCIL MEMBER

RESPONSIBILITIES AND AUTHORITIES:

- Identify unaddressed needs of Affiliate's members
- Relay issues of concern from its Affiliate's membership to the Association and vice versa
- Report activities of the Council out to the Affiliate's membership
- Disclose potential conflicts of interest and comply with applicable conflict of interest policies
- Attend two meetings per year. Meeting formats include face-to-face meetings, conference calls, and/or webinars. If Council members do not attend at least one face-to-face meeting per year, the member may be removed from the Council by vote of the Council Executive Subcommittee
- Actively participate in Council discussions and decision-making

STAFF

RESPONSIBILITIES AND AUTHORITIES:

- Disclose potential conflicts of interest and comply with applicable conflict of interest policies.
- Oversee day-to-day Council activities
- Assist Affiliates in surveying their membership
- Convey Council advice and feedback to the Association Board of Directors and Officers and vice versa
- Assist Chair in developing meeting agendas
- Respond to routine inquiries from Council members

AMENDMENT

This Charter may not be amended without the approval of both the Association Board of Directors and the Society Board of Directors.

COUNCIL CALENDAR

Spring	Meeting held at ASCO headquarters. Includes election to Executive Subcommittee positions
October	Meeting held in conjunction with the State Affiliate Leadership Conference (Alexandria, VA)
As needed	Conference calls and/or webinars held as needed, but no more than one a month