



## A Cancer-Free Future for All Ohioans

### Membership/Partner Form

The purpose of the Ohio Partners for Cancer Control (OPCC) is to implement the current *Ohio Comprehensive Cancer Control Plan*. This plan is available for viewing at: <http://www.healthy.ohio.gov/CancerPlan>

The partnership invites individuals and organizations with an interest in cancer prevention and control to participate in OPCC's vision – *a cancer-free future for all Ohioans*. By completing this form, you will be added to the contact list and will be notified of pertinent information including upcoming meetings.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

#### Which membership/partnership best describes you?

- Organization: A person representing a unified body of individuals committed to specific purposes, such as a university, business or a non-profit entity.
- Distinct Program: A person representing a group of individuals that are a subset of a larger organization and are charged and funded to complete distinctive tasks that contribute to the goals of the larger entity.
- Individual Member: A person with interest in cancer prevention and control but does not represent a specific organization or distinct program.
- Partner: A person who wants to be involved in a committee, but does not want to officially join OPCC as a general member.

#### Please complete the information below:

Organization/Program: \_\_\_\_\_

Address: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please select a committee in which you would like to participate:

- Primary Prevention
  - HPV
- Early Detection
  - Colorectal Cancer
- Patient Centered Services
  - Best Practices in Survivorship Care and/or Survivor Self-Management

I have read the OPCC Roles and Responsibilities attached to this form and agree to the terms and conditions of membership/partnership.

If you have any questions/comments please contact Linda Scovern at 614-728-2722, or email [linda.scovern@odh.ohio.gov](mailto:linda.scovern@odh.ohio.gov).

Please return this form via email to [debbie.wallace@odh.ohio.gov](mailto:debbie.wallace@odh.ohio.gov) or fax to 614.564.2409



## **Roles and Responsibilities**

### **OPCC Members**

- Endorse the mission, purpose, goals, and objectives of OPCC
- Commit as an organization and/or individual to assist with implementation of the Ohio *Comprehensive Cancer Control Plan*
- Share information about the efforts of OPCC and its priorities with interested organizations and programs across the state
  - For members representing organizations/distinct programs, communicate their organization's/distinct program's viewpoints to OPCC
  - For members representing organizations/distinct programs, inform their organization/distinct program of OPCC's mission, decisions, and activities
- Receive regular communication from OPCC about comprehensive cancer control issues and activities. Share these updates with representing organizations/programs as appropriate. Submit information about their organization's program activities for publication in OPCC communications (website and/or newsletter)
- Attend half or a majority of general meetings in a calendar year. When unable to attend, send a representative to attend
- Participate on at least one committee or additional designated work group developed to implement OPCC priorities if applicable
- Complete annual assessments including *Activity Tracking Form(s)* to provide feedback on their organization's/program's activities completed in support of Ohio's *Comprehensive Cancer Control Plan*
- Determine the priorities for the OPCC. These priorities should provide added value to what members and member organizations are already doing
- Identify opportunities for collaborations among members and member organizations to support the *Comprehensive Cancer Control Plan*

### **OPCC Executive Committee**

- Support strategic direction for OPCC
- Assure progress in implementing OPCC priorities
- Provide fiduciary oversight and administration of all or any funds by the organization
- Define expectations of members, committees, designated workgroups, etc.
- Assess membership composition, identify gaps and recruit to fill those gaps
- Establish committees & workgroups as necessary to fulfill the mission, purpose, objectives and strategies of the OPCC
- Strive to engage members in a meaningful way
- Support a process for decision-making
- Maintain communication channels (website, newsletters, etc.)
- Attend all Executive Committee meetings or receive an excused absence
- Recruit OPCC members from all geographic quadrants of Ohio, including high-level decision makers and representatives from stakeholder organizations

**OPCC Committees** may be established to fulfill the mission, purpose, goals, objectives, and strategies of OPCC. These committees can be, but are not limited to: Primary Prevention, Early Detection, and Patient Centered Services. These committees may include designated workgroups for specific objective(s) and corresponding strategies, as needed.



## **Roles and Responsibilities**

### **OPCC Committee Chairs**

- Represent committee on OPCC Executive Committee
- Participate in all OPCC Executive Committee and general membership meetings
- Schedule committee meetings and/or conference calls (with the assistance of ODH staff, if necessary)
- Assure progress in implementing committee priority objectives and strategies from the Ohio comprehensive cancer control plan
- Identify and recruit additional OPCC/committee members, as necessary
- Provide committee progress updates to OPCC Executive Committee and general membership
- Coordinate completion of annual assessments including *Activity Tracking Form(s)* to provide feedback on their organization's/program's activities completed in support of Ohio's *Comprehensive Cancer Control Plan*
- Select committee chairs, as appropriate

### **OPCC Committee Members**

- Participate in half or a majority of committee meetings/conference calls in a calendar year
- Commit as an organization and/or individual to assist with implementation of the committee's priority objectives and strategies from the Ohio *Comprehensive Cancer Control Plan*

### **Ohio Department of Health staff** roles and responsibilities to support OPCC include:

- Provide a written summary of OPCC meeting discussions, decisions and actions
- Provide meeting support including working with OPCC chairs to set meeting agendas, handle meeting logistics (space, food, materials/printing, etc.)
- Provide additional administrative assistance and support to OPCC