



Summer 2023

Dear ACS NNRT Roundtable Members:

We are currently seeking nominations for the American Cancer Society National Navigation Roundtable Steering Committee.

The Steering Committee provides strategic guidance to American Cancer Society National Navigation Roundtable, (ACS NNRT) through participation in Steering Committee meetings, calls, and the National Meeting. Steering Committee responsibilities include strategic planning, membership approval, oversight of Roundtable projects and general leadership. Serving on the ACS NNRT Steering Committee requires participation in monthly calls, annual meetings and leadership and participation on various projects and work groups.

The term of office for Steering Committee members will be either a two (2) year or three (3) year renewable term. Steering Committee member may be elected to serve for, two (2) consecutive terms. The term of service is to begin January 2024 and is renewable for one additional term. Nomination applications are submitted, reviewed, and selected for submission to the Steering Committee, by the ACS NNRT Nominating Committee. The slate of candidates will be presented to the Steering Committee at its November 2023 meeting and then shared with the larger ACS NNRT Membership.

Self-nominations are accepted. Preference will be given to candidates and/or organizations who have a history of engagement with the Roundtable. Representatives from our Corporate Associates may not serve on the Steering Committee but may nominate other candidates.

Please note that nominees are not guaranteed a spot on the Steering Committee. We will have four (4) vacancies to fill this year. We are grateful to all individuals who are willing to put themselves forward as nominees. Serving on the Steering Committee is an important commitment, and Steering Committee members play a vital role in the work of the Roundtable.

If you are interested in submitting your name to the Nominating Committee for consideration or would like to nominate someone, please complete and submit the attached application including information about why this individual would be an exceptional candidate for the Steering Committee as well as their CV/resume by September 28<sup>th</sup>, 2023 and mail to [nnrt@cancer.org](mailto:nnrt@cancer.org).

If you are interested in another form of service, we encourage all members to sign up for a task group or committee.

Additional details about the role of steering committee members, including the time commitment involved, are attached. Feel free to contact [nnrt@cancer.org](mailto:nnrt@cancer.org) with additional questions.

Thank you!

Chair

**Andrea (Andi) Dwyer, BS**  
**ACS NNRT, Chair**

Vice Chair

**Linda Fleisher, PhD, MPH**  
**ACS NNRT, Vice Chair**

## **Steering Committee Role Description**

### **Steering Committee Structure and Makeup**

The Committee will consist of no fewer than seven (7) and no more than eleven (11) voting members plus the Chair, Vice Chair and Advisor to the Chair of the ACS NNRT for a total of fourteen voting members (14). Members should have demonstrated expertise and experience in patient navigation or a related field that can promote the work of ACS NNRT. Individuals are typically affiliated with a Roundtable member organization. In some cases, individuals with expertise may be solicited to join. Participation is by written formal invitation from the Roundtable Chair or Co-Chairs and Vice-Chair when there is a vacancy.

### **Duties and responsibilities of Steering Committee Members:**

- Provide leadership and vision for the ACS NNRT Roundtable to help advance the mission.
- Guide planning and implementation of ACS NNRT Roundtable projects and national meetings.
- Monitor ACS NNRT Roundtable performance and progress toward achieving its mission and goals.
- Approve new members of the ACS NNRT Roundtable.

### **Term of Service:**

- The term of office for Steering Committee members will be a two (2) year or three (3) year renewable term. A Steering Committee member may be elected to serve for two (2) consecutive terms.
- A former Steering Committee member would be eligible for reconsideration after one year off the Committee.
- Nominees to the steering committee will be notified of the length of their term at their appointment.
- Terms for the steering committee shall be staggered so that no more than 3 committee members roll-off each year.
- Members not renewing terms are requested to provide 3 months' notice to allow for continuity.

### **Time Commitment:**

- Dedicate time, energy, and creative thought to developing strategies that will advance the ACS NNRT Roundtable mission.
- Participate in one-hour monthly or two-hour bimonthly calls of the Steering Committee

- Participate in annual one-day in-person Steering Committee meetings.
- Participate in ACS NNRT National Meeting as scheduled.
- Participate in optional trips or meetings, pending interest and availability.
- Most committee members report that they spend around 2 – 4 hours a month on Steering Committee responsibilities.

#### **Financial Support:**

- ACS NNRT will cover travel, lodging and incidental travel costs of Steering Committee members for participation in Roundtable events.
- There is no other financial compensation.

#### **Institutional Support:**

- Because of the level of commitment involved, it is strongly recommended that invited members enlist the support of their employer or supporting institution when considering their nomination.

#### **Benefits for Steering Committee Members:**

- Recognition as a national leader in the Patient navigation movement among a professional cadre of leaders who generate energy, momentum, and progress for the issue.
- Visibility for organizational brands in front of larger member organizations.
- Lead national strategies that have already shown progress in Patient Navigation and influence innovative new initiatives.
- Be part of a coordinated national endeavor to advance progress in Patient Navigation.
- Expand and deepen Patient Navigation networks beyond organizational limits in a collegial environment.
- Opportunities to provide input on manuscripts that could lead to publication authorship.



**Application for Nomination for ACS NNRT Steering Committee**

Submit Application on or before September 28, 2023 to: [nnrt@cancer.org](mailto:nnrt@cancer.org)

Please include a brief statement of interest in assuming this role and include a CV/resume (see more detail below).

<b>Name of Nominator</b>	
<b>Organization Affiliation</b>	
<b>Contact Information</b>	<b>Email</b>
	<b>Phone</b>
<b>Nominee Name</b>	
<b>Title/Position/Credentials</b>	
<b>Organizational Affiliation</b>	
<b>Contact Information</b>	<b>Email</b>
	<b>Phone</b>
	<b>Address</b>
	<b>Address Line 2</b>
	<b>City/State/ Zip</b>

**The ACS NNRT Roundtable is committed to facilitating interaction and collaboration between members who are highly engaged as a catalyst to initiate work on key issues around patient navigation.**

**Please offer a brief statement of how the nominee displays the following behaviors/ leadership characteristics in a separate document. Also attach a copy of the nominee’s resume or CV .**

- a. Historic engagement in ACS NNRT and examples of how the nominee has promoted the mission of ACS NNRT**

**b. Examples of leadership characteristics /behaviors contributing to the acceleration of patient navigation through the lens of health equity. This may include but is not limited to examples of research, presentation(s), publication(s), development of patient navigation programs serving under resources communities, and participation in ACS NNRT workgroups. This can include examples from work in respective organizations or through participation in ACS NNRT or other local, state or national groups, etc.**

**c. Examples of the application of the Professional Oncology Patient Navigation Standards of Practice in their organization or the field. This may include but is not limited to examples of research, presentation(s), publication(s), development of patient navigation programs and/or tools that support &/or incorporate the PONT Standards in job descriptions, workflow chart, quality improvement projects, implementation of PN metrics.**

**d. Develop and identify policies /strategies that support the goal of defining and securing the sustainability models and tools for patient navigation programs and patient navigation positions, including but not limited to reimbursement (at the federal, state, or regulatory level and/or at your respective organization or institution) and/or utilization of the PNSAT or similar sustainability tool.**