



ACS National Navigation Roundtable Leadership Overview





The American Cancer Society National Navigation Roundtable (ACS NNRT) was established in 2017. The ACS NNRT is a national coalition of over 100 member organizations dedicated to achieving health equity and access to high-quality care across the cancer continuum through evidence-based patient navigation.

Building on the visionary work of Dr. Harold Freeman, the ACS NNRT and its members have been building evidence of the positive impact of patient navigation across the cancer continuum through government-funded research and the programmatic efforts of the ACS. The American Cancer Society provides organizational leadership and expert staff support to the ACS NNRT.

ACS NNRT Leadership Structure

Executive Leadership Team

The ACS NNRT Executive Leadership Team consists of a triad leadership model with two external Chairs (Chair and Vice Chair) and one ACS Chair. Duties and responsibilities of the external Chairs are outlined below as well as additional responsibilities of the ACS Chair.

Steering Committee

The ACS NNRT acts as a catalyst to stimulate work around mission critical patient navigation priorities. The work of the ACS NNRT is guided with direction, input, and general leadership from its Steering Committee. Steering Committee responsibilities include the planning and implementation of ACS NNRT projects and events, approving new members of the ACS NNRT, and oversight of the committee and Task Group infrastructure and operations. Current roundtable bylaws state that the Steering Committee consists of no fewer than seven (7) and no more than twelve (12) members plus the ACS NNRT Executive Leadership Team. Additional expectations including responsibilities, terms, and elections are identified in the ACS NNRT bylaws or other documentation.



ACS NNRT Executive Leadership Team Meeting in August 2023.

The ACS NNRT Executive Leadership Team guides the ACS NNRT Steering Committee. This team serves as leading champions of the ACS NNRT and is accountable to the ACS NNRT membership. Together, they ensure that the strategic goals and priorities of the roundtable stimulate the national dialogue on patient navigation, and ultimately serve those affected by cancer. The ACS NNRT uses a leadership model consisting of three chair positions:

- **Chair:** A term-limited position reviewed by the Nominating Committee and voted on by the Steering Committee. Must be from a current organizational member or an invited individual member.
- **Vice Chair:** A term-limited position reviewed by the Nominating Committee and voted on by the Steering Committee. Must be from a current organizational member or an invited individual member. Vice Chair is expected to succeed Chair.
- **ACS Chair:** A leading representative from the ACS (the roundtable's backbone organization), as designated by the ACS.

At least one chair must be a health practitioner or clinician (e.g., MD, PhD, RN, NP, MSW, PharmD, etc.). The ACS NNRT Executive Leadership Team will work in tandem with the ACS NNRT staff members to support the roundtable. This triad leadership model will further establish ACS's commitment to serving as the backbone organization and providing organizational leadership and expert staff support to roundtables.



The ACS NNRT Steering Committee in April 2023.

Benefits of Triad Leadership Model



Faster Progress.

Chairs can divide responsibilities, share the workload, and provide additional contacts for member organizations.



Smarter Solutions.

Each Chair brings different and complementary skill sets to the table, resulting in higher-quality outputs.



Better Decision Making.

Each Chair has different perspectives and together, they will be able to explore multiple options and viewpoints to find the best path forward.



Collaborative Culture.

Chairs can show member organizations how to successfully share responsibilities and ownership.

Benefits

- Demonstrate national leadership and influence in shaping the vision and direction of the nation's leading voice on patient navigation.
- Contribute to a feeling of momentum and energy within the roundtable, making it an exciting time to influence the roundtable's direction and progress on its shared life-saving mission.
- Work closely with the Steering Committee members, an exceptional group of multidisciplinary leaders with a strong collegial spirit, and together generate good ideas and influence on critical issues.
- Opportunity to provide input on manuscripts that could lead to publication authorship.

Duties and Responsibilities

- Provide leadership, vision, and strategic direction for the roundtable to help advance the roundtable mission including the dissemination and promotion of roundtable activities and outcomes.
- Preside over meetings of the Steering Committee, Executive Leadership Team, and the membership.
- Serve as spokesperson for the roundtable and represent the roundtable externally via the media, collaborations, presentations, and advisory committees.
- Cultivate excellent working relationships with community and industry leaders to promote collective action without formal authority.
- Serve as a subject matter expert.
- Oversee that the bylaws are observed by the officers and members of the Executive Leadership Team and that decisions of the roundtable are carried out.
- Offer support and direction to the ACS staff members to manage and implement the projects and activities of the roundtable.
- Assume responsibility for issues arising during the period between meetings, in consultation with the Executive Leadership Team and ACS staff.
- Appoint members to fill vacancies on the Steering Committee between elections to fill out the remainder of the term.
- Cultivate a focus on ACS's Health Equity Principles through seeking diverse membership, fostering conditions for everyone to be included, engaging in the community, and using data to understand disparities and develop roundtable strategies.
- Identify potential funding sources to support the roundtable's goals and priorities.
- Continue to build ACS NNRT's identity as a respected, neutral convener among a broad spectrum of national partners.
- Assist in recruiting high-level professionals and volunteers to lead and participate in activities and committees including the Steering Committee and Task Groups.
- Offer feedback on the budget allocation for the roundtable.

Term of Service

- The term of office for the external Chair will be a three (3) year renewable term (up to 2 consecutive terms). Succession planning is encouraged, thus, the Vice Chair may succeed the Chair, if desired.

Time Commitment

- Dedicate time, energy, and creative thought to developing strategies that will advance the roundtable's life-saving mission.
- Commit to participate in a regular virtual call of the roundtable Executive Leadership Team (e.g. monthly, bimonthly, or quarterly). Commit to participate in additional Executive Leadership Team meetings either virtually or in-person as needed.
- Chair a regular virtual call of the roundtable Steering Committee (e.g. monthly, bimonthly, or quarterly).
- Chair and provide leadership at an annual in-person Steering Committee retreat. Chair and provide leadership in additional Steering Committee meetings or critical member Summits either virtual or in-person, as needed.
- Provide leadership at the in-person roundtable Annual Meeting.
- Participate in optional trips or meetings, pending interest and availability.
- Provide guidance to ACS staff as needed.

Financial Support

- The roundtable will cover travel, lodging, and incidental travel costs of the Chair for participation in in-person Steering Committee retreats and in-person national meetings. Financial support for travel costs associated with other roundtable events will be determined as the budget allows.
- Because of the level of commitment involved, it is recommended that the Chair enlist the support of their employer or supporting institution.

Process

- Nominees must currently serve on the roundtable as a representative of a member organization or as an invited individual member (excludes representatives of corporate members).
- Nominees can be self-selected or nominated by a colleague, preferably from a participating roundtable member.
- Nominees may be asked to submit a CV.
- The Nominating Committee (or Steering Committee) will review nominations and may request an interview with the nominees, as needed.
- The Nominating Committee (or Steering Committee) prepares a formal nomination, which is first approved by the Steering Committee. The nomination is then emailed to roundtable members on behalf of the Steering Committee. The nomination should be sent to the roundtable membership no less than 30 days before the Annual Meeting.
- The nomination is presented at the Annual Meeting.

Benefits

- Demonstrate national leadership and influence in shaping the vision and direction of the nation's leading voice on patient navigation.
- Contribute to a feeling of momentum and energy within the roundtable, making it an exciting time to influence the roundtable's direction and progress on its shared life-saving mission.
- Work closely with the Steering Committee members, an exceptional group of multidisciplinary leaders with a strong collegial spirit, and together generate good ideas and influence on critical issues.
- Opportunity to provide input on manuscripts that could lead to publication authorship.

Duties and Responsibilities

- Assume the role of Chair when needed.
- Carry out responsibilities as requested by the Chair.
- Set intention to Chair position following the end of term.
- Provide leadership, vision, and strategic direction for the roundtable to help advance the roundtable mission including the dissemination and promotion of roundtable activities and outcomes.
- Cultivate excellent working relationships with community and industry leaders to promote collective action without formal authority.
- Serve as a subject matter expert.
- Support and offer guidance to ACS staff members to manage and implement the projects and activities of the roundtable.
- Represent the roundtable externally via the media, collaborations, presentations, and advisory committees.
- Cultivate a focus on ACS's Health Equity Principles through seeking diverse membership, fostering conditions for everyone to be included, engaging in the community, and using data to understand disparities and develop roundtable strategies.
- Identify potential funding sources to support the roundtable's goals and priorities.
- Continue to build ACS's identity as a respected, neutral convener among a broad spectrum of national partners.
- Assist in recruiting high-level professionals and volunteers to lead and participate in activities and committees including the Steering Committee and Strategic Priority Teams.

Term of Service

- The term of office for the external Vice Chair will be a three (3) year renewable term (up to two consecutive terms). The Vice Chair can succeed the Chair.

Time Commitment

- Dedicate time, energy, and creative thought to developing strategies that will advance the roundtable's life-saving mission.
- Participate in a regular virtual call of the roundtable Executive Leadership Team (e.g. monthly, bimonthly, or quarterly) and additional Executive Leadership Team meetings, either virtually or in-person, as needed.
- Chair a regular virtual call of the roundtable Steering Committee (e.g. monthly, bimonthly, or quarterly).
- Attend in a leadership capacity the annual in-person Steering Committee retreat and additional Steering Committee meetings, either virtual or in-person, as needed.
- Attend in a leadership capacity the in-person roundtable Annual Meeting.
- Participate in optional trips or meetings, pending interest and availability.
- Provide guidance to ACS staff, as needed.

Financial Support

- The roundtable will cover travel, lodging, and incidental travel costs of the Vice Chair for participation in in-person Steering Committee retreats and in-person national meetings. Financial support for travel costs associated with other roundtable events will be determined as the budget allows.
- Because of the level of commitment involved, it is recommended that the Vice Chair enlist the support of their employer or supporting institution.

Process

- Nominees must currently serve on the roundtable as a representative of a member organization or as an invited individual member (excludes representatives of corporate members).
- Nominees can be self-selected or nominated by a colleague, preferably from a participating roundtable member.
- Nominees may be asked to submit a CV.
- The Nominating Committee (or Steering Committee) will review nominations and may request an interview with the nominees, as needed.
- The Nominating Committee (or Steering Committee) prepares a formal nomination, which is first approved by the Steering Committee. The nomination is then emailed to roundtable members on behalf of the Steering Committee. The nomination should be sent to the roundtable membership no less than 30 days before the Annual Meeting.
- The nomination is presented at the Annual Meeting.

Benefits

- Contribute to a feeling of momentum and energy within the roundtable, making it an exciting time to influence the roundtable's direction and progress on its shared life-saving mission.
- Work closely with the external Chair and Vice Chair, and Steering Committee members, an exceptional group of multidisciplinary leaders with a strong collegial spirit, and together generate good ideas and influence on critical issues.
- Opportunity to provide input on manuscripts that could lead to publication authorship.

Duties and Responsibilities

In addition to supporting the Chair and Vice Chair duties and responsibilities, the ACS Chair has additional expectations which are described below.

- Provide leadership, vision, and strategic direction for the roundtable to help advance the roundtable mission including the dissemination and promotion of roundtable activities and outcomes.
- Identify collaboration points between the roundtable and other ACS initiatives to ensure coordination and alignment with ACS goals, projects, and strategies.
- Coordinate with other projects and coalitions in the same field to maintain a full understanding of the current landscape of national and regional activities.
- Identify and recruit additional cross-sector partners to participate in the roundtable work.
- Provide support to external roundtable Chair and Vice Chair and assume responsibility for issues arising during the period between meetings.
- In the event the external Chair and Vice Chair are unavailable, preside over Steering Committee meetings.
- Serve as the liaison between ACS leadership, volunteers, and the roundtable.

Term of Service

- There is no term of service for the ACS Chair.

Time Commitment

- Dedicate time, energy, and creative thought to developing strategies that will advance the roundtable's life-saving mission.
- Participate in a regular virtual call of the roundtable Executive Leadership Team (e.g. monthly, bimonthly, or quarterly) and additional Executive Leadership Team meetings either virtually or in-person, as needed.
- Participate in a regular virtual call of the roundtable Steering Committee (e.g. monthly, bimonthly, or quarterly).
- Attend in a leadership capacity the annual in-person Steering Committee retreat and additional Steering Committee meetings either virtual or in-person, as needed.
- Attend in a leadership capacity the in-person roundtable Annual Meeting.
- Participate in optional trips or meetings, pending interest and availability.
- Provide guidance to ACS staff, as needed.

Process

- ACS leadership will appoint a team member to this role whose experience and expertise align with the duties and responsibilities outlined in this leadership overview.

We are grateful for all individuals willing to put themselves forward as a nominee for the ACS NNRT Steering Committee. Serving on the Steering Committee is a considerable commitment, and Steering Committee members play a vital role in both the activities and success of the roundtable.

The Steering Committee role is an elected roundtable position, and thus, the process for joining the Steering Committee is competitive. Preferred candidates are often established or emerging leaders in the field of patient navigation and offer the roundtable and its membership extraordinary subject matter expertise, professionalism, and diverse perspective across the cancer continuum. 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 Executive Leadership Team when there is a vacancy.

Benefits

- Opportunity on a national level to show leadership and innovative vision on issues related to health equity and access to high-quality care across the cancer continuum through evidence-based patient navigation.
- Contribute to a feeling of momentum and energy within the roundtable, making it an exciting time to influence the roundtable's direction and progress on its shared life-saving mission.
- Expand and deepen their networks with strong and collegial leaders who generate good ideas and influence on critical issues.
- Opportunity to provide input on manuscripts that could lead to publication authorship.
- Increase visibility for organizational brands in front of larger roundtable member organizations.

Duties and Responsibilities

- Provide leadership and vision for the roundtable to help advance the roundtable's mission.
- Monitor the roundtable's performance and progress toward achieving its mission and goals.
- Represent the roundtable, as appropriate, in professional meetings and collaborative opportunities.
- Guide planning and implementation of the roundtable's Task Group priorities, projects, and national meetings.
- Lead and/or participate in various roundtable in-person and virtual summits, conversations, or presentations as opportunities arise.
- Approve new members of the roundtable.
- Encouraged to participate on one additional committee or Task Group.
- Encouraged to share roundtable products and information within their organizations and to the constituents of their organizations through their communications channels.

Term of Service

- The term of service is for two years and is renewable for one additional consecutive term.
- A former Steering Committee member would be eligible for reconsideration after one year off the committee.
- Terms are encouraged to 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 roundtable's life-saving mission.
- Participate in regular steering committee meetings as decided by leadership (e.g. monthly, bimonthly, or quarterly).
- Participate in annual Steering Committee retreat.
- Participate in roundtable Annual Meeting.
- Participate in Task Group initiatives to advance mission commensurate with area of expertise.
- Participate in optional trips or meetings, pending interest and availability.

Maintenance of Membership

- Steering Committee members should attend at least 50% of meetings per year to maintain their leadership position.
- Steering Committee members should attend the Annual Meeting of the roundtable membership.
- In situations where absences are expected, notify roundtable team members at least one week in advance.
- Steering Committee members are not allowed to send a proxy representative in their place.
- Demonstrate a consistent willingness and determination to do all that they can to advance the goals of the roundtable.
- Membership in the Steering Committee, including use of the logo(s), should not be used for an endorsement or promotion of a commercial product or for personal financial gain.

Financial Support

- The roundtable will cover travel, lodging, and incidental travel costs of Steering Committee members for participation in in-person Steering Committee retreats and in-person national meetings. Financial support for travel costs associated with other roundtable events will be determined as the budget allows.
- There is no other financial compensation.
- Because of the level of commitment involved, it is recommended that Steering Committee nominees enlist the support of their employer or supporting institution when considering their nomination.

Process

- Nominees must currently serve on the roundtable through a member organization or as an invited individual member (excludes representatives of Corporate Members).
- Nominees can be self-selected or nominated by a colleague, preferably from a participating member. Preference will be given to candidates who have a history of engagement with the roundtable.
- Representatives from our Corporate Members may not serve on the Steering Committee.
- Nominees may be asked to submit a Statement of Interest (1000 word maximum) to the Nominating Committee along with a CV.
- The Nominating Committee will review nominations and put forth a slate to be announced at the Annual Meeting by the membership.