Orientation Overview

- Michigan Cancer Consortium (MCC) Overview
- Cancer Plan for Michigan and MCC Priorities
- Guiding Documentation
- Organizational Structure
- Board of Directors (BOD) Roles & Responsibilities
- Standing Committees

Revised January 2017
Orientation Outcomes

- Orientation attendees will:
  - understand the organizational structure and purpose of the MCC
  - understand the Cancer Plan for Michigan and the MCC Priorities
  - understand the roles and responsibilities of the Board of Directors
What is the MCC?

The MCC is an organization of organizations working together to control cancer in Michigan.
Why Was the MCC Formed?

- To develop a coordinated, strategic attack against cancer in Michigan
- To share resources, knowledge and expertise
- To reduce duplicative efforts and optimize resource utilization
- To achieve goals at a faster rate
What is the MCC Purpose

- Member organizations participate in focused cancer control activities that address the goals of the Cancer Plan for Michigan and the MCC Priorities.
MCC Members

- Over 100 organizations from across the state.

- Organizations represent:
  - Health Systems
  - Insurance Plans
  - Local Health Departments
  - Research Institutions
  - Universities
  - Trade/Professional/Advocacy Organizations
  - Hard to Reach/Special Populations
  - Geographical Representation

Link to Member Roster:
http://www.michigancancer.org/Membership/MemberOrg.html
Samples of MCC Products:

- Cancer Plan for Michigan
- Pharmacologic Interventions for Breast Cancer Risk Reductions
- Breast Density Fact Sheet
- Psychosocial Distress Screening in Cancer Patients
- Lung Cancer Screening: Low-Dose Spiral CT Scan
- Why Cancer Patients Should Quit Tobacco
- Position Paper on Cancer Syndromes and Genetic Counseling

Find more products at: [http://www.michigancancer.org/PublicationsProducts/ExclProd.html](http://www.michigancancer.org/PublicationsProducts/ExclProd.html)
MCC Membership Benefits

- Access to cancer resources for health professionals, patients and the public
- Networking opportunities with many different organizations committed to controlling cancer
- Helping to reduce cancer-related risks and costs, both within your organization and across the state
- Gaining well-deserved recognition for your cancer control efforts
- Receiving timely email notices from the MCC leadership and staff, including the MCC Update alerting you to important MCC news and information about upcoming cancer-related events and activities
Cancer Plan for Michigan & MCC Priorities
Cancer Plan for Michigan

• Four Goals:
  – Prevent cancer from occurring.
  – Promote early detection of cancer using tests that have been shown to reduce mortality.
  – Diagnose and treat all patients using the most effective and appropriate methods.
  – Optimize quality of life for every person affected by cancer.

Cancer Plan for Michigan

- **Objectives:** Thirty-six SMART (specific, measurable, attainable, relevant and timed) objectives.

- **Strategies:** Specific steps undertaken to achieve objectives. Strategies within the plan are evidence-based.

- **Measures:** Provides information to gauge progress toward an objective.
Cancer Plan for Michigan

• Four Pillars:
  – Implement policy, systems and environmental changes.
  – Promote health equity.
  – Develop and maintain active partnerships in cancer prevention and control efforts.
  – Demonstrate outcomes through evaluation.
MCC Priorities

• **Prevention:** By 2020, increase the proportion of females and males ages 13-17 years who have received at least three doses of HPV vaccine from 24.2% (females) and 7.4% (males) to 80% (females and males).

• **Early Detection:** By 2020, increase the proportion of adults aged 50 to 75 years who are up-to-date on appropriate colorectal cancer screening from 71% to 80%.

http://www.michigancancer.org/CancerPlan/MCCPriorities.html
MCC Priorities

- **Diagnosis and Treatment:** By 2020, increase percentage of Michigan adults participating in cancer treatment clinical trials from 4.4% to 4.8%.

- **Quality of Life:** By 2020, increase the number of Michigan adults diagnosed with cancer who report they received instructions about where to return or who to see for routine cancer check-ups after completing treatment for cancer from 67% to 69%.
Guiding Documentation
Guiding Documentation

Mission Statement:

The MCC is a statewide, broad-based partnership that strives to include all interested public and private organizations and provides a forum for collaboration (communication, coordination and the sharing of resources) to reduce the burden of cancer among the citizens of Michigan by achieving the Consortium's research-based and results-oriented cancer prevention and control priorities.
Guiding Documentation

Vision Statement:
The MCC is a statewide cancer control leader, recognized for:

• A dynamic, timely, conscientious response to evolving scientific knowledge, and

• Achievement of or exceeding its established goals in cancer reduction and palliation through member synergy
Guiding Documentation

Vision Milestones:

1: The MCC is effective in achieving the MCC priorities as evidenced by quantitative and qualitative measures

2: The MCC has developed and implemented a dynamic process that is responsive to opportunities to improve cancer control

3: The MCC reassesses priorities as needed

4: The MCC people/organizations are fully engaged, committed, collaborative, and responsive to MCC issues and priorities
Guiding Documentation

Vision Milestones (cont.):

5: The MCC continues to grow in membership and maintain our commitment to diversity

6: The MCC has developed the infrastructure, funding, and methods to sustain the MCC and the implementation of the MCC priorities

7: The MCC member organizations will adopt the MCC established goals by incorporating them into standard practice
Guiding Principles

• The purpose of a cancer control initiative is to reduce cancer incidence, mortality and morbidity. These goals are being accomplished through the Michigan Cancer Consortium (MCC), which is the central forum for leadership in cancer control in Michigan. Essential to such an initiative are fundamental principles that guide both the Consortium’s decisions and the process it uses to periodically establish priorities.

• [http://www.michigancancer.org/AboutTheMCC/GuidingPrinciples.html](http://www.michigancancer.org/AboutTheMCC/GuidingPrinciples.html)
Organizational Structure
Organizational Chart

MCC Member Organizations

Board of Directors (BOD)
- Officers (4)
  - Co-Chairs (2)
  - Secretary (1)
  - Immediate Past Co-Chair (1)

Standing Committees
Support the Cancer Plan Pillars:
Policy, Health Equity, Partnerships & Evaluation
- Evaluation
- Governance
- Health Equity
- Membership
  - Annual Meeting Sub Committee
  - Communication Sub Committee
- Policy

Workgroups
Support the MCC Priorities and other work of the MCC
- Breast Cancer
- Genomics
- Cervical Cancer*
- Lung Cancer Early Detection
- Colorectal Cancer*
- Prostate Cancer
- Clinical Trials*
- Survivorship*

*MCC Priorities for 2016-2018 will be addressed by these workgroups

Organizational chart approved by the MCC Board of Directors March 23, 2016
Board of Directors (BOD) Roles & Responsibilities
BOD Expectations

- Embrace the MCC’s mission and vision

- Base decisions, actions and policies on the MCC Guiding Principles

- Promote the MCC priorities, programs and services

- Embrace and promote diversity

- Engage in cancer advocacy efforts
BOD Expectations (cont.)

• Volunteer to lead and serve
• Seek to understand trends in cancer prevention and control
• Bring new insights and suggestions to the MCC BOD
• Serve on at least one committee or workgroup
BOD Meeting Structure

• Consent agenda
  – Includes previous meeting minutes and standing committee reports
  – Sent one week ahead of BOD Meeting

  – Questions or discussion on the consent agenda can be initiated in one of two ways
    • Sent to Amy Stagg via email by the Friday prior to the BOD Meeting
    • Brought forth at the meeting after a motion has been made to approve the consent agenda
BOD Meeting Structure (cont.)

- Presentations
  - Meeting packet sent ahead of meeting

- Announcements

- Summary
BOD Meeting Structure (cont.)

• During a vote – only the BOD votes

• Meetings are open and all inclusive

• Discussion is encouraged from entire group
Sharing Information

- The following are ways to share information with the BOD
  - During the Announcement portion of the BOD Meeting
  - During the Scientific Update portion of the BOD Meeting
  - Share with MCC Co-chairs at cochairs@michigancancer.org
BOD Attendance Policy

- Any Director absent for more than 50% of scheduled meetings or for more than 2 consecutive meetings is considered delinquent in attendance and participation in Board.

- If a Director is absent and unexcused from three consecutive Board meetings, the Director will deemed to have resigned. The Board of Directors, may, in its discretion, accept or reject the resignation.

For more detailed information, see related section in orientation manual.
BOD Relationship to MCC Membership

- Serve the MCC membership as a whole
- Actively seek input from others
- Meet and engage existing members
- Identify and recruit new members
- Identify, mentor and support potential future MCC leaders
Conflict of Interest

• Disclose any possible conflicts and avoid even the appearance of a conflict of interest

• Conflict of interest form needs to be signed at the beginning of each term

For more detailed information, see related section in orientation manual
BOD Meeting Ground Rules

- Be prompt
- Participate
- Be respectful of interrupting each other
- Avoid side conversations
- Share responsibility for keeping things on track
- Bring problems to Board table
- Talk directly with someone, if necessary, don’t involve a 3rd party
- Minimize use of technology
- Utilize Co-chair to recognize speaker
- Silence your cell phone
Standing Committees

- Evaluation Committee
- Governance Committee
- Health Equity Committee
- Membership Committee
- Policy Committee

- All standing committees report to the BOD
Evaluation Committee

• Guides and directs evaluation-related activities of the MCC, including:
  – Revise Annual Survey and analyze results
  – Develop and disseminate the Annual Report
  – Evaluate the implementation of the Cancer Plan
  – Guide the revision of the Cancer Plan every 5 years
  – Recommend additional evaluation activities as necessary

Link to Evaluation Committee information:
http://www.michigancancer.org/PDFs/CommitteeCharters/EvaluationCharter.pdf

For more detailed information, see related section in orientation manual
Governance Committee

- Provides oversight on matters related to structure & governance, including:
  - Bylaws
  - Nominations & elections
  - Leadership succession

Link to Governance Committee information:
http://www.michigancancer.org/AboutTheMCC/GovernanceComm.html

For more detailed information, see related section in orientation manual
Health Equity Committee

• The Health Equity Committee exists to foster the achievement of the highest level of health for all people by addressing cancer health disparities and the social determinants of health related to cancer.

• Responsibilities include:
  – Review targeted data to develop priorities to address cancer health disparities in Michigan. Utilize cancer registry, BRFS, MCC reports and meeting summaries.
  – Develop health disparities reduction priorities to be implemented by MCC members.
  – Disseminate strategies for engaging partners and communities.
  – Promote collaboration and best practices for health disparities reduction.

• Link to Health Equity Committee information:
  • http://www.michigancancer.org/PDFs/CommitteeCharters/HealthEquityCommCharter.pdf

For more detailed information, see related section in orientation manual
Membership Committee

• Provides oversight on matters related to membership of the organization, including:
  – Recruitment
  – Orientation
  – Retention
  – Member engagement
  – Member benefits

Link to Membership Committee information:
http://www.michigancancer.org/AboutTheMCC/MembershipComm.html

For more detailed information, see related section in orientation manual
Policy Committee

- Plans and coordinates changes in policy, systems, and the environment (PSE) that will help promote and sustain the MCC’s comprehensive cancer control initiatives.
  - **Policy interventions** - may take the form of a law, an ordinance, a resolution, a mandate, a regulation, or a rule (either formal or informal).
  - **Systems interventions** - changes that impact all areas of an organization, institution, or community.
  - **Environmental change** - a physical or material change to the economic, social, or physical environment.

- What the policy committee cannot do: The Policy Committee cannot lobby on behalf of the MCC nor encourage MCC member organizations to lobby on behalf of the MCC.

Link to Policy Committee Information: http://www.michigancancer.org/AboutTheMCC/PolicyComm.html

For more detailed information, see related section in orientation manual
Lobbying/Advocacy

• According to MCC Guiding Principle #9:

The MCC serves as a resource for policy makers regarding cancer control issues, but **does not engage** in lobbying.
Questions