Evaluation Committee Charter

Committee Sponsor:

Who: The Michigan Cancer Consortium Board

Their Role: Per the MCC Bylaws, the Board of Directors shall appoint the membership of the standing committees annually.

Committee Name:

How this Committee will be known: MCC Evaluation Committee

Tag Line: Direct and guide evaluation-related activities of the MCC

Committee Authority:

Leadership of the Committee:
• The leadership of the Evaluation Committee will be selected by committee members.

What this committee can do:
• 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

What this Committee cannot do:
• The Evaluation Committee cannot disseminate a product without the approval of the BOD. Approval can only be given by the MCC Board of Directors.

Committee Mission / Purpose:
The Evaluation Committee is a standing committee of the MCC that provides oversight on matters related to the evaluation of the organization’s comprehensive cancer control initiatives that are intended to reduce Michigan’s cancer burden. The Evaluation Committee will oversee issues including, but not limited to, the Annual Survey, Annual Report, Cancer Plan and Dashboard.

Committee Vision (Desired Outcomes):
The Evaluation Committee will work to evaluate the effectiveness of the MCC’s cancer prevention and control activities and make recommendations for improvement as needed to workgroups and committees once approved by the BOD.
Committee Membership and Time Frame:

This committee shall be comprised of one of the MCC Co-Chairs or their designee, 2 members of the Board of Directors and individuals from at least 4 MCC member organizations that are not represented on the board.  

Bylaws of the MCC, adopted August 4, 2003

The MCC Board of Directors will review the composition of this committee annually. Orientation and training will be provided to any new committee members. The Board will encourage past Board members to be active in this committee and consider this committee an opportunity to encourage potential leaders to serve.

Committee Key Responsibilities:

1) Actively participate in MCC sponsored activities, including Evaluation Committee meetings, conference calls, and other planned events.
2) Revise and ensure high response rate for Annual Survey, in collaboration with the MCC Membership Committee.
3) Develop and disseminate Annual Report.
4) Lead the revision of the Cancer Plan.
5) Evaluate the implementation of the Cancer Plan.
6) Ensure the Dashboard is accurate and updated regularly.
7) Annually review and update the MCC Evaluation Committee’s initiatives, roles and responsibilities, or more often if needed.

Committee Decision-Making / Conflict of Interest:

This Committee will use consensus decision-making that is defined as a decision that everyone is willing to live with and actively support. The fallback, if consensus is not reached, will be the MCC Decision Rules for Conflict Resolution, which are published on the MCC website.

According to the Bylaws of the MCC, adopted August 4, 2003, a quorum shall consist of one-third of the standing committee.

Any decision that has been delegated to a committee that presents a conflict of interest shall be decided in accordance with the MCC Conflict of Interest policy.

Committee Communication:

The Evaluation Committee will communicate as appropriate with the MCC membership, MCC Board of Directors, officers, outside partner organizations and staff. The purpose of the communication will be to provide information on the work of the committee and to seek input and feedback as needed.

Committee Time Frame:

Appointment to this committee will be for a minimum of 2 years.