MCC Policy Committee Charter

Committee Sponsor

Who: The Michigan Cancer Consortium (MCC) Board of Directors

The board’s role per the MCC Bylaws, VI. 6.: The Board of Directors shall appoint the membership of the standing committees annually.

Committee Name

How this committee will be known: MCC Policy Committee

Committee Mission / Purpose

The Policy Committee exists to plan and coordinate changes in policy, systems, and the environment (PSE) that will help promote and sustain the MCC’s comprehensive cancer control initiatives to reduce Michigan’s cancer burden. The Policy Committee does this by increasing the number, reach, quality and/or impact of federal, statewide, local, organizational, and tribal policies and systems to support health.

Committee’s Authority

What this committee can do:
The MCC Policy Committee can propose actions needed by the MCC to educate communities, organizations, stakeholders and policy makers about the MCC’s evidence-based priorities and practices related to:

Environmental change is a physical or material change to the economic, social, or physical environment.

Systems interventions are changes that impact all areas of an organization, institution, or community.

Policy interventions may take the form of a law, an ordinance, a resolution, a mandate, a regulation, or a rule (either formal or informal).

What this 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.
Committee Membership

**Per the MCC Bylaws, XI. 2**: The Board of Directors shall appoint members to the standing committees annually. Standing committees shall consist of one MCC Co-Chairperson or their designee, two members of the Board of Directors, and individuals from at least four MCC member organizations that do not have representatives on the Board of Directors. Standing committees may also include other individuals to serve at the pleasure of the MCC officers.

Representation from each member organization type is optimal (Health care insurance plans, Health education/health research and evaluation, Organizations representing or serving hard-to-reach and/or special populations, Community-based health care delivery systems and practices with cancer programs, University-based health care delivery systems with cancer programs, Public health organizations, Trade/professional/advocacy organizations, Key partner organizations). The MCC Board of Directors will review the composition of this group annually. Orientation and training will be provided to any new committee members, as needed.

Committee Key Responsibilities

1) Actively participate in MCC sponsored activities, including policy committee meetings, conference calls, and other planned events.

2) Provide evidence for policy, systems and environmental (PSE) approaches and interventions to sustain cancer control by:
   - Assessing surveillance data
   - Conducting an environmental PSE scan as needed
   - Establishing and sustaining committee membership
   - Supporting awareness of effective PSE approaches
   - Engaging the MCC community
   - Providing input on PSE initiatives for MCC media or communications plans
   - Providing input on PSE initiatives for MCC evaluation plans
   - Implementing the selected interventions

3) Support implementation of MCC policy, system, and environmental change-related activities.

4) Annually review and update the MCC Policy Committee’s initiatives, roles and responsibilities, or more often if needed.
5) Collaborate with the Membership Committee and Health Equity Committee to enhance the impact on federal, state, local, organizational, and tribal PSE changes by promoting partnerships and engaging MCC member organizations.

Committee’s Decision-making Process / Conflict of Interest

Where there is a quorum (one third of voting members), motions before this committee shall be decided by a simple majority of the voting membership present (in person, by phone, or email).

Any decision of the Policy Committee that presents a conflict of interest shall be decided in accordance with the MCC’s Conflict of Interest policy.

Policy Committee Communications

The Policy 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, to seek input, feedback, and approval as needed and engage MCC members.

Committee Time Frame

_Ongoing – Annual review by Committee and MCC Board of Directors_

Date of charter adoption by the Policy Committee: 04/16/2018

Date of charter adoption by the MCC Board: 06/27/2018