

## Background Information for Coalition Members

Vermonters Taking Action Against Cancer (VTAAC) was formed in 2005 to develop and carry out Vermont’s statewide strategic plan to reduce the impact of cancer on all Vermonters. The *Vermont State Cancer Plan* documents shared priorities for cancer prevention, early detection, optimal treatment, and improved quality of life for cancer survivors.

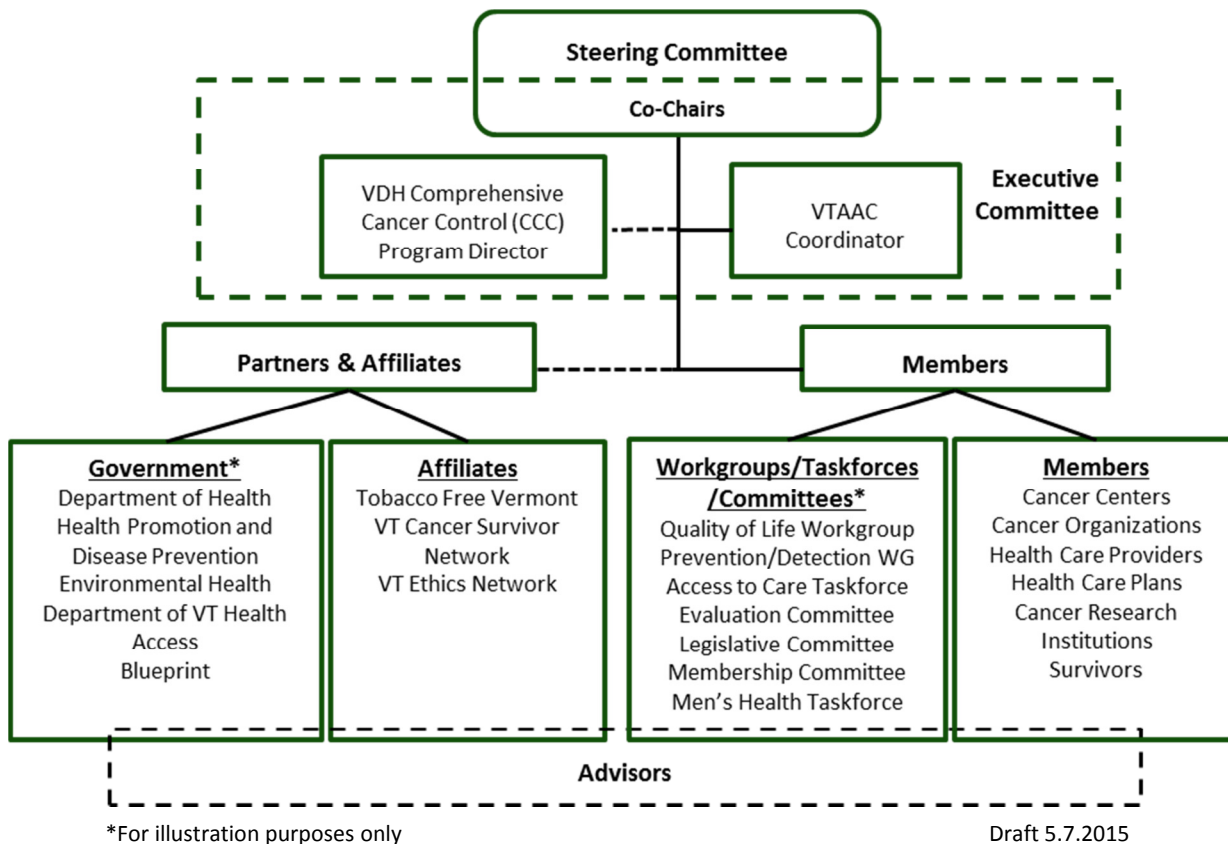
### I. Mission

VTAAC provides a forum for collaboration, engagement, and sharing of resources for individuals and organizational partners concerned about cancer in Vermont.

### II. Priority Focus

The *Vermont State Cancer Plan* guides the activities of VTAAC. A copy of the Cancer Plan is available through the VTAAC Web site at: <http://vtaac.org/>. You may also request a hard copy from the VTAAC Coordinator.

### III. VTAAC Organizational Structure



The Workgroup and Committee structure provides an opportunity for you to match your knowledge, skills, and abilities to a specific area of interest or one that matches with the mission of your organization and current cancer prevention and control projects.

## **V. Leadership Roles, Responsibilities, and Time Commitments**

Leadership roles (Steering Committee, Workgroup Chairs, and other Committee Chairs) require a high level of involvement to guide the direction and priorities of VTAAC. Responsibilities include reviewing and approving changes to the *Vermont State Cancer Plan*, providing guidance to VTAAC Workgroups and Committees, and organizing VTAAC-sponsored events (e.g., VTAAC Annual Meeting, Breast Cancer Summit). Leadership members are expected to spend 2 to 5 hours per month on VTAAC-related activities.

## **VI. Membership Roles, Responsibilities, and Time Commitments**

Participating Members (e.g., Workgroup and Committee members) are moderately involved in VTAAC activities. Responsibilities include regularly attending Workgroup/Committee meetings and other VTAAC events (e.g., VTAAC Annual Meeting), assisting with the implementation of the *Vermont State Cancer Plan* (e.g., working with health care and insurance providers to ensure access to screening), and supporting the VTAAC infrastructure (e.g., serving on the VTAAC Membership Committee). Participating members are expected to spend up to 1.5 hours per month on VTAAC-related activities.

General Membership requires a low level of involvement and includes individuals who can commit little or no time to VTAAC Workgroups or meetings. Desiring to stay connected and provide intermittent feedback, these individuals prefer to receive e-mail communications and occasionally respond to information requests/requests for feedback. This membership level includes VTAAC advisors and members whose only involvement is to attend the Annual Meeting. General members are expected to spend less than 1 hour per month on VTAAC-related activities.

VTAAC's current Committees, Workgroups, and Taskforces are described below:

**Quality of Life Workgroup:** Develops strategies to achieve the Quality of Life goals in the *Vermont State Cancer Plan*. The Workgroup has three Taskforces: Wellness, Survivor Care Plans, and Education.

**Prevention & Detection Workgroup:** Develops strategies to achieve the prevention and early detection goals in the *Vermont State Cancer Plan*. The Workgroup has four Taskforces: Colorectal, Breast & Cervical, HPV, and Sun Safety.

**Men's Health Taskforce:** Addresses projects to raise awareness on Men's Health issues and support for research on men's cancers.

**Access to Care Taskforce:** Addresses access and quality of cancer care.

**Steering Committee:** Represents a cross-section of stakeholders in cancer prevention, treatment, and advocacy.

**Executive Committee:** Includes current and past Co-Chairs who meet as needed with the VTAAC Coordinator and the VDH Comprehensive Cancer Control Coordinator to guide the coalition.

**Membership Committee:** Defines membership, addresses value to members, and works on recruitment efforts and VTAAC structural changes.

**Evaluation Committee:** Organizes and reports on evaluation activities for VTAAC and the *Vermont State Cancer Plan*.

**Legislative Committee:** Advises VTAAC members on state and federal issues that relate to the *Vermont State Cancer Plan*.



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## Membership Registration

This Membership Registration confirms my interest to volunteer with VTAAC. I understand that the VTAAC Coordinator will provide the necessary information to inform my participation. In return, I wish to contribute my knowledge, skills, experience, and abilities to move forward the goals and objectives of the *Vermont State Cancer Plan*.

**Date:** \_\_\_\_\_

### I. Contact Information

Name: \_\_\_\_\_

Organizational Affiliation (if any): \_\_\_\_\_  Individual/no affiliation

Sector of Organization (e.g. medical, insurance, government): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### II. Demographic Information

To track the extent to which VTAAC membership represents the population of Vermonters facing cancer-related disparities, we kindly ask you to provide basic demographic information.

State of residence: \_\_\_\_\_ County of residence: \_\_\_\_\_

Education level (highest level of education achieved):

High School or less     Some College     College Graduate

Degree/Credentials(s) (e.g. MD, PhD, MS) \_\_\_\_\_

Skills (e.g. information technology, oncology provider, written communication, giving presentations):  
\_\_\_\_\_

Are you a cancer survivor?     Yes     No     Choose not to answer



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### III. Membership Levels and Associated Activities

I wish to participate at the following membership level(s) as indicated by the selected membership level (bolded) and related activities at each membership level:

**General Membership Level (less than 1 hour per month)**

1. Receive email information and updates from the VTAAC Coordinator.
2. Occasionally respond to VTAAC Coordinator's request for information.
3. Support or attend an annual VTAAC event (e.g., Annual Meeting, Summit).
4. Optional: Serve as a subject matter expert advisor to the Steering Committee, a Workgroup, or other Committee. [Subject Expertise]:\_\_\_\_\_.
5. Invite others to join VTAAC.

**Participating Membership Level (up to 1.5 hours per month)\***

1. Attend meetings and actively participate in a VTAAC Workgroup, Taskforce or Committee.

**Leadership Membership Level (2-5 hours per month)\***

1. Chair or co-chair a Workgroup or Taskforce (a two-year term).
2. Chair or co-chair a Committee (e.g., Membership, Legislative).
3. Attend meetings and be an active participant in the VTAAC Steering Committee, providing guidance and direction to VTAAC priorities.
4. Assist with organizing annual VTAAC events (e.g., Annual Meeting, Summit).

*\* Participating and Leadership members also participate in General Membership activities, Leadership members also participate in Participating Membership activities.*

### IV. Workgroups, Taskforces and Committees

I wish to participate in the following workgroup, taskforce, or committee:

**[Check all that apply]**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Prevention & Detection Workgroup | <input type="checkbox"/> Quality of Life Workgroup |  |
| <input type="checkbox"/> Men's Health Taskforce           | <input type="checkbox"/> Access to Care Taskforce  |  |
| <input type="checkbox"/> Steering Committee               | <input type="checkbox"/> Executive Committee       |  |
| <input type="checkbox"/> Membership Committee             | <input type="checkbox"/> Evaluation Committee      | <input type="checkbox"/> Legislative Committee |

Mail to: 55 Day Lane, Williston, VT 05495 or E-mail: [info@vtaac.org](mailto:info@vtaac.org)