



Center for Advancement in Cancer Education

**JOB DESCRIPTION  
CHAIR  
BOARD DEVELOPMENT COMMITTEE**

**SCOPE**

The Chair of the Board Development Committee will work collaboratively with the CEO and senior leadership of BeatCancer.org to develop and implement board development activities which broaden the impact of BeatCancer.org's reach, diversity and overall governance.

**RESPONSIBILITIES**

**1. Recruit candidates for the Board of Directors.**

- Identify the needs of the Board based on input from the Board and staff, the composition of current Board membership, the organization's mission and goals, and the desire for the Board to broadly represent communities of diverse geography, political philosophy, expertise, gender, age, ethnic and cultural background, and interest and affiliation.
- Identify candidate individuals and organizations, creating a pool for current and future nominations. Encourage all board members to submit candidates to the Committee for consideration.
- Contact potential nominees to determine interest and suitability for serving on the Board.
- Maintain a current information packet for prospective nominees, including an application for Board membership, and provide it to interested nominees.
- Research nominees' qualifications, experience, capabilities and abilities, including their ability to participate regularly in Board meetings and serve on Board committees.
- Recommend a slate of nominees to the Board for consideration and election at the annual meeting and, when necessary, to fill vacancies between annual meetings, after having submitted proposed nominees to the Executive Committee for preliminary approval.
- Communicate with nominees throughout the nomination and election process.
- Periodically evaluate the nominating process and materials, and report to the Board.

**2. Nurture, mentor and maintain a participatory environment on the Board of Directors.**

- Develop and implement an orientation process for new directors, including maintenance of orientation materials for new and current directors.
- Periodically evaluate the performance of the Board, and determine the level of satisfaction of directors with their Board and committee responsibilities.
- Establish a method to periodically measure Board performance and director satisfaction.
- Develop and implement additional educational programs for directors as needed.

**Position Reports to:** Board of Directors, through the Chief Executive Officer