



Center for Advancement in Cancer Education

Board Member Job Description

QUALIFICATIONS

- Unbridled enthusiasm and contagious passion for the mission and vision of BeatCancer.org.
- Able to avoid conflicts of interest, and honor confidentiality.
- A reputation for integrity, the ability to keep commitments, and willingness to learn.
- Emotional maturity with ability to build team spirit and lead by example without micromanaging.
- Representative of a diverse part of the community and able to influence that community.
- Able to dedicate time to work with a committee, and able to encourage others to do so.
- Able to contribute financial resources and enthusiastic about encouraging others to give.
- Ability to interpret a financial report and make long-range plans for growth.
- Able to attend at least one leadership training event each year of your term.
- Good communication skills, flexibility, and a sense of humor.

LEGAL DUTY OF CARE -- *making informed decisions*

- **Attend** board meetings, **attend** training workshops, **visit** other nonprofits, and **read** BeatCancer.org's publications to become well educated about the organization, so you can make informed policy decisions.
- **Learn** BeatCancer.org's vision, mission, and long-range plans, and monitor their success.

LEGAL DUTY OF LOYALTY -- *maintaining accountability*

- Do things in BeatCancer.org's best interest (not your own) to ensure that its affairs are conducted legally and responsibly, in **confidentiality**, with no **conflict of interest**--financial or personal agenda.
- Maintain the **properties** of the agency in a reasonable state of repair.
- Encourage **staff** development to ensure effective stewardship of abundant community resources.
- Employ, evaluate, and nurture the **chief executive**, who employs and evaluates other staff.

LEGAL DUTY OF OBEDIENCE -- *assuring health and growth*

- **Serve on a committee** to ensure the board's policies and procedures are implemented. Committee expertise is a critical factor in being able to provide good governance.
- **Secure the funds** necessary to finance BeatCancer.org's operations, by giving money and by raising money. *(Giving time does not equate to giving money and if only a few members do all the fundraising, resentments are bound to grow. Each member should be able to make an annual financial contribution and participate in one fundraising event a year.)*
- **Be responsible** to the Board of Directors Chair and the CEO *(as the board's elected and assigned representatives)*, once the Board meeting adjourns.
- When Board consensus is reached on a policy, **be openly supportive**, even if you disagreed during the approval process. If you cannot morally support Board actions or policies once approved, you should resign: ongoing contention is contrary to the public trust.