

# **WORLD OVARIAN CANCER COALITION**

## **BOARD OF DIRECTORS**

### **TERMS OF REFERENCE**

#### **STATUS**

The Board of Directors (Board) of the World Ovarian Cancer Coalition is established under the organization's governing by-law. The World Ovarian Cancer Coalition is incorporated under *The Canada Not-for-profit Corporations Act, S.C. 2009, c. C-23*. Its aim is to improve outcomes for all those affected by ovarian cancer through global collaboration, including promoting the growth of World Ovarian Cancer Day.

The Coalition's vision is the development of a global knowledge base and advocacy platform to support and elevate the efforts of all partner organisations as well as continue to provide the basis for a global awareness campaign on May 8<sup>th</sup> each year. The Coalition will also provide a much needed resource base and guidance for the many organisations in this space that are small and volunteer-based.

#### **PURPOSE**

The purpose of the Board is to provide strategic, financial and governance oversight of the management and operations of the World Ovarian Cancer Coalition.

#### **MEMBERSHIP**

The Board shall be comprised of individuals who individually and collectively possess the skills and experience required to provide appropriate oversight of the World Ovarian Cancer Coalition:

- Individuals whose skills and experience will enhance the Board's oversight role
- Individuals who have a strong track record in ovarian cancer patient advocacy in their respective countries
- Individuals who will actively contribute to the achievement of the mission of the Coalition

The Board shall be comprised of up to 7 directors. The term of office of a director will be three years, and each director will be eligible to be appointed for two consecutive terms, or more if appointed by the board to act as Chair, Vice-Chair or Past Chair.

#### **ROLES AND RESPONSIBILITIES**

- Oversee the process of strategic planning and policy development, and subsequent policy approval, in a manner that is consistent with the evolving mission of the World Ovarian Cancer Coalition

- Monitor and review the World Ovarian Cancer Coalition's operations with a view to compliance with that mission, and approved policies and plans
- Review and approve the annual budget of the World Ovarian Cancer Coalition
- Receive and review regular reports from the Treasurer on year to date performance on revenue and expenses with respect to adherence to the annual budget
- Ensure that the World Ovarian Cancer Coalition operates in a fiscally and legally responsible manner, and that decisions are transparent to donors and the public
- Be knowledgeable about ovarian cancer issues
- Represent the Coalition to the general public, including the survivor and medical communities, and positively support the World Ovarian Cancer Coalition whenever opportunities arise
- Assist in securing funding to ensure the sustainability of the Coalition
- Ensure that the Coalition considers the perspectives of its stakeholders
- Establish appropriate authority levels for organizational decisions and action
- Ensure the effective functioning of the Board through ongoing review of mandates, processes and by-laws, following the principles of best governance practice.
- Prepare for, regularly attend and actively participate in meetings (a Director may be removed if three consecutive meetings are missed)
- Act in accordance with values normally expected of a Board of Directors (Duty of Care, Duty of Loyalty etc.)
- Recognize and respect the collective decision-making authority of the Board and support the implementation of all Board resolutions/decisions
- Recognize and respect the different perspectives and opinions of all Board members
- Recruit and terminate, where appropriate, the lead staff person, and provide direction to that person, including the approval of objectives and performance metrics.
- Support the executive staff in achieving the agreed goals of the Coalition.

## **MEETING DATES**

The Board shall meet, normally by teleconference, at least four times per year on a schedule determined annually. Extraordinary meetings to address specific issues may be held at the call of the Chair.

Directors will serve their term and further terms will be contingent on nomination and election in accordance with the by-laws at the appropriate Annual Meeting.

All meetings of the Board will be governed by the By-laws of the World Ovarian Cancer Coalition.

### **EQUAL OPPORTUNITIES**

The World Ovarian Cancer Coalition is committed to equal opportunities and does not discriminate against individuals on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law.

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