

# **World Ovarian Cancer Coalition**

## **Role description – Board member**

### **PURPOSE**

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

### **ROLES AND RESPONSIBILITIES**

The roles and responsibilities of the World Ovarian Cancer Coalition board members are set out in the board attached Terms of Reference. These are to:

- 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.

## **ATTRIBUTES, SKILLS AND EXPERIENCE**

Individual board members must be able to demonstrate their ability to meet these roles and responsibilities as well as the following essential personal criteria:

### *Personal attributes*

- A high level of integrity and a commitment to the ovarian cancer community
- Strong interpersonal skills - required to work effectively as a member of the World Ovarian Cancer Coalition board and to represent and promote the World Ovarian Cancer Coalition to external stakeholders
- Sound judgment
- The confidence to take and be accountable for decisions
- An appreciation of equality and diversity

### *Skills*

- Strong strategic thinking skills
- Strong decision making skills – ability to assess and analyze complex evidence of different kinds, consider risks and benefits in decision making and explain the basis for a decision.
- Strong communication, influencing and presentation skills
- Strong interpersonal skills including the ability to actively contribute to the decision making process as part of a team, accepting collective responsibility and challenging appropriately.

### *Experience*

- Experience working with an ovarian cancer patient advocacy organization – either as a paid employee (senior manager), board member or in other supporting roles
- Experience as a board member (or equivalent role at senior level)

### *Desirable*

- Experience working with an international organization or network
- Fluency in multiple languages
- Experience in fundraising, finance or marketing

We welcome applicants from people with the skill and experience that will help us develop the World Ovarian Cancer Coalition vision to transform outcomes for all those affected by ovarian cancer through global collaboration.

Applications are particularly welcome from individuals with direct patient advocacy experience and those representing patient groups in South America, Middle East, South Asia, Far East, Australia and Africa.

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