



## Board of Directors Position

**Nevada Cancer Coalition's Mission:** To reduce the burden of cancer in Nevada by fostering statewide collaboration, empowering people with information and resources, and advocating for equitable access to care.

**Purpose:** The Board of Directors advises, governs, oversees policy and direction, and assists with the leadership and general promotion of the Nevada Cancer Coalition (NCC) to support the organization's mission and goals, and to assist in carrying out its work. The Board manages the business, affairs, and property of NCC. Board positions are not compensated.

**Position Title:** Director

**Length of Term:** Two years, with no limit on consecutive terms

**Reports to:** Entire Board of Directors and Nevada Cancer Coalition Membership

### Responsibilities:

- Organizational leadership, advisement, and oversight of the Nevada Cancer Coalition nonprofit pursuant to state law.
- Fiduciary management, including adoption and oversight of the annual budget, review of quarterly financial reports, and yearly 990 submissions.
- Formulation and oversight of bylaws, policies, and procedures.
- Oversight of strategic planning, program planning, and evaluation.
- Know the organization's mission, services, policies, and programs.
- Promotion of the organization and advocate for statewide cancer control topics.
- Act in the best interest of the organization and follow conflict-of-interest and confidentiality policies.

### Financial and Resource Support:

- Contribute a minimum of \$100 each year so that NCC is eligible to apply for major grants recognizing 100% Board member giving.
- Assist in overall development income goal(s).
- Recruit event sponsors, as needed.

### Meetings, Time Commitment, and Attendance:

- Prioritize, attend and participate in at least 3 of 4 quarterly Board meetings per year (most meetings are 90 minutes in length), and special events as able.
- Review agendas and supporting materials prior to Board meetings.
- Attend new board member orientation, approximately 60 minutes.
- Attend board strategic planning meeting held once per year, approximately 4 hours.
- Attend annual Nevada Cancer Control Summit, approximately 8 hours.
- Commit to learning, reading, and building capacity in issues related to cancer control and health equity.

### Nomination and Election Process:

- Candidate nominations for Director and Officer positions are due by 5:00 p.m. on October 15th electronically or by mail.
- Candidates will be vetted by the Executive Board and submitted to the full Board for voting.
- Once elected, board members must agree to review, sign, and abide by the "Conflict of Interest" policy and Board Member Agreement.
- Once elected, new board members attend a board orientation.
- Board member terms begin January 1 and end December 31 of a two-year term.

## **OFFICERS**

Officers of the Board of Directors have the following additional duties.

### **President:**

- Provides leadership to the Board of Directors and presides at meetings of the Board.
- Motivates and engages all Board members.
- Sets agendas for Board meetings in partnership with the Executive Director.
- Assists the Executive Committee and Executive Director in recruiting and developing future Board leadership.
- Serves as key NCC advocate and spokesperson.
- Serves as advisor to the Executive Director in implementing the coalition's mission and strategic direction.

### **Vice President:**

- Full duties of the President in their absence or inability to fulfill the obligations of that office, and on issues where the President has a clear conflict of interest.
- Serves on the Executive Committee and assists in the nominating, recruiting, and developing of future Board leadership.
- Serves as key NCC advocate and spokesperson.

### **Secretary:**

- Works with the Executive Director to record and finalize accurate meeting minutes in compliance with organizational bylaws.
- Serves on the Executive Committee and assists in the nominating, recruiting, and developing of future Board leadership.

### **Treasurer:**

- Oversees organization budget and financial policies.
- Reviews monthly bank and credit card statements or designates representative to do so.
- Reviews with the Executive Director and presents to the Board the annual financial statements and future year budgets.
- Serves on the Executive Committee and assists in the nominating, recruiting, and developing of future Board leadership.

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