



## **Board of Directors Member Job Description**

### **JOB TITLE: Director**

**GENERAL DESCRIPTION:** Members of the CGCA Board of Directors are responsible for promoting the welfare and the financial well-being of CGCA and for overseeing the activities of CGCA as established by the Board. Directors have the ultimate authority and responsibility to manage the affairs of CGCA, and to do so with the following specific duties:

To act within the scope of authority granted to them by the law and by CGCA's Bylaws and other governing documents.

To act with due care, in good faith, and in the best interests of CGCA.

To act with undivided loyalty, including the duty to act without regard to personal advantage and to avoid unlawful conflicts of interest

Members of the Board of Directors support and advance the CGCA Vision, which is a community (world) free of gynecologic cancer; the CGCA Mission, which is to provide support to people affected by gynecologic cancer and to promote awareness, prevention, and early detection of gynecologic cancer through advocacy and education;" and adhere to and promote the CGCA Core Values of "Passion, Teamwork, Leadership, Capability, Credibility and Compassion."

The Board membership should reflect a range of skills and diversity of thought and technical expertise to assist in CGCA's growth and accomplishments in the following areas:

1. Assure that CGCA functions within appropriate legal, fiscal, and ethical constraints. Respect Board confidentiality.

Approved by the Board on July 12, 2012

Amended September 18, 2013, reapproved on September 24, 2013

Updated and reapproved by the Board on October 27, 2020

Directors' Manual section #8

2. Generate funds and ensure long-term financial stability by building relationships and collaboration with current and potential funders of CGCA. Provide proper financial oversight through review and approval of internal controls, periodic financial reports and annual audits.
3. Generate a positive public image for CGCA. Stay current on CGCA activities and their relationship to the community we serve. Actively engage in positioning CGCA in the community by creating networks and relationships with other individuals and organizations.
4. Participate in strategic planning for both short-term and long-term goals. Monitor challenges, successes, and need for adjustment.
5. Become familiar with CGCA programs and projects. Make recommendations, to support the Executive Director, in facilitating these programs.
6. Participate in identifying candidates and the hiring of an Executive Director. Monitor, support, and evaluate the Executive Director's effectiveness in day-to-day leadership and accomplishments.
7. Assist in recruiting and orienting new Board members who are capable of effectively upholding CGCA's core values while providing the efforts to accomplish completion of identified goals.

As a member of the Board of Directors of the Colorado Gynecologic Cancer Alliance (CGCA), I agree to the preceding and will attempt to fulfill the following:

1. Act of all times in accordance with the best interests of CGCA.
2. Interpret CGCA's work and values to the community, represent the organization, and act as a spokesperson.
3. Attend a majority of Board meetings and committee meetings on which I serve and attend as often as possible the special events sponsored by CGCA.
4. Actively participate in one or more CGCA fundraising activities every year.
5. Each year, make a personal financial contribution at a level that is meaningful to me.
6. Excuse myself from Board discussions and votes where I have a conflict of interest.
7. Stay involved in CGCA's activities and finances. I understand that it is my duty as a Board member of CGCA to ensure the viability and integrity of CGCA's financial status.
8. Participate in and take responsibility for making decisions on Board issues, policies and other Board matters.
9. Work in good faith in partnership with CGCA staff and other Board members towards achievement of CGCA's goals.

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10. A full term for Board member responsibilities is three (3) years. The full-term Board Officer responsibilities are for two (2) years. I agree to serve either / both terms to the best of my abilities.

I understand the obligations as outlined above and hereby accept my appointment to the position of CWC Board Director.

Signed:

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Member, Board of Directors

Date