
CERI Board of Directors

Position Description

Position Title: Member, Board of Directors

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Cancer Education and Research Institute® (CERI) to support the organization's mission and needs.

***Responsibilities of the Board of Directors:**

- Provide organizational leadership and advisement
- Formulate and oversee of policies and procedures
- Plan, execute, and oversee of program planning and evaluation (act as program committee chair)
- Review organizational, financial, and program reports of CERI.
- Raise funds necessary to ensure fiscal integrity of the CERI and to support its community projects
- Promote CERI within the community and perform outreach

*Members of the board share these responsibilities while acting in the interest of CERI. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

Term of Office: Two (2) years, with a maximum three (3) consecutive terms of office.

Meetings and time commitment:

- The board of directors (and committee chairs) meet 6 times per year on the first Monday of the month, 6:30-8:30pm, in person or via teleconference. Meetings typically last 90 minutes.
- Special Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend no more than two special events or meetings per year, as they are determined.

Responsible To: President, Board of Directors

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Responsibilities of Individual Directors:

- Participate in all regular Board of Directors meetings and be accessible for personal contact in between board meetings.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by CERI's mission, objectives, and programs.
- Help communicate and promote CERI's mission and programs to the community.
- Represent CERI in the broader community.
- Become familiar with CERI's finances, budget, and financial/resource needs.
- Commit time to develop financial resource. Encouraged to attend and participate in CERI's all fundraising activities, including online fundraising.
- Understand the policies and procedures of CERI.
- Financially support CERI based on the 'give-and-get' model. Each board member is expected to make financial contributions as well as to bring in at least three substantial contributors.
- Prepare, in advance, for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.
- Assist in the recruitment of future Board members.
- In general, utilize personal and professional skills, relationships and knowledge for the advancement of CERI.