



## Position Description

### *Duties and Expectations of a Director*

The Canadian Cancer Action Network is committed to ensuring that it achieves standards of excellence in the quality of its governance and has adopted this policy describing the duties and expectations of Directors. As a member of the Board of Directors, and in contributing to the collective achievement of the role of the Board, the individual Director is responsible for the following:

#### ***Fiduciary Duties***

Each Director is responsible to act honestly, in good faith and in the best interests of the corporation and in so doing, to support the corporation in fulfilling its mission and discharging its accountabilities. A Director shall apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experience. Directors with special skill and knowledge are expected to apply that skill and knowledge to governance or Board matters.

#### ***Accountability***

A Director's fiduciary duties are owed to the corporation. The Director is not solely accountable to any special group or interest and shall act and make decisions that are in the best interest of the corporation, as a whole. A Director shall be knowledgeable of the stakeholders to whom the corporation is accountable and shall appropriately take into account the interests of such stakeholders when making decisions as a director, but shall not prefer the interests of any one group if to do so would not be in the interests of the corporation.

#### ***Education***

A Director shall be knowledgeable about such things as: the activities of the organization and its stakeholders, the cancer care environment in general, the duties and responsibilities and the governance, structure and processes. Directors will participate in a Board orientation session, orientation to committees, Board retreats and Board education sessions.

#### ***Policies***

A Director shall be knowledgeable of and comply with the Board and CCAN policies that are applicable to the Board including such things as: CCAN Code of Conduct, Conflict of Interest Policy, Confidentiality Policy, ethics, as well as guiding principles.

***Teamwork***

A Director shall develop and maintain sound relations and work cooperatively and respectfully with the Board chair, members of the Board, and senior management by following the Team Operating Agreement.

***Representation***

It is possible that a Director may be asked to represent the Board or the organization in the community by the Chair or CEO.

***Commitment***

A Director is expected to commit the time required to perform duties. It could be that a director will be expected to devote an average of *10 to 15* hours per month. The Board of Directors meet virtually approximately 6 times a year. A Director is expected to adhere to the Board's attendance policy and have the ability to communicate via email. A Director may be expected to serve on at least one standing committee and/or equivalent by lending expertise or knowledge in order to achieve deliverables.

***Governance***

Directors are expected to make a contribution to the governance role of the Board by reading materials in advance of meetings and coming prepared to contribute to discussions, offering constructive contributions to the Board and committee discussions, contributing his or her special expertise or skill, respecting the views of others, voicing opinions while respecting the decision of the majority, respecting the role of the Chair as well as the CEO and participating in Board activities.

***Continuous Improvement***

A Director shall commit to be responsible for continuous self-improvement. A Director shall receive and act upon the results of Board education or development in a positive and constructive manner.



## FREQUENTLY ASKED QUESTIONS

### **Q. Who can be nominated to serve on the Board of Directors?**

The Canadian Cancer Action Network (CCAN) is seeking nominees affiliated with one of the 118 CCAN member organizations. Nominees with an understanding of good governance practices and direct knowledge of the Canadian cancer control landscape, including issues that impact cancer patients and/or caregivers, emerging trends and the national cancer strategy are invited to apply. Ideally, nominees have 2+ years of previous experience serving on a national NGO/civil society Board of Directors or as a senior staff leader.

### **Q. How many vacancies exist?**

In 2017, there are three vacancies on the Board of Directors. Each vacancy is a three-year term. (2017-2020)

### **Q. What skills are required to join the Board of Directors?**

CCAN welcomes nominees with governance and leadership experience, as well as those who have knowledge of NGO/civil society practices. In addition, we are encouraging those who are interested in working collaboratively in a team environment in order to contribute to high-level strategic planning to apply. Additional skills in areas such as financial management, stakeholder relations or international cancer control are desirable assets.

### **Q. Are references required for each nominee?**

Yes. All nominees will be required to provide two references as part of the application process.

### **Q. Are all nominees put forward for the election?**

No. The CCAN Recruitment Committee will review all applications and determine, based on a set of established criteria and supported by an interview process, a slate of Directors to recommend to the governing Board of Directors. The Board convenes a meeting to discuss the recommendations and approve the candidates who are then presented to the CCAN Membership for election (by means of electronic voting) in advance of the Annual General Meeting of September 25, 2017.

### **Q. Who serves on the CCAN Recruitment Committee?**

The Recruitment Committee is comprised of the Past-Chair, the current Chair of the Board of Directors and one Director, with support from the CCAN Secretariat as needed.

### **Q. Are Board Members representative of their nominating organization?**

Although CCAN proudly serves as a membership-driven umbrella organization, all Board Members serve in a personal capacity only. Directors are selected based on their expertise, knowledge and ability to meet governance and fiduciary responsibilities.



**Q. Is it essential for nominees to have previous Board experience?**

Yes. CCAN is a thriving, growing national organization and we are seeking nominees best positioned to lend knowledge and leadership in order to work efficiently with the Secretariat to invest in the growth, development and sustainability of the organization.

**Q. What is the composition of the Board of Directors?**

Currently, the CCAN Board of Directors is comprised of the Chair, Past-Chair, Vice-Chair, Treasurer / Secretary, Directors-at-large and the CEO acting as ex-officio. The Canadian Partnership Against Cancer is also represented in an ex-officio role.

**Q. Is there financial compensation for the Board of Directors?**

No. Members of the CCAN Board of Directors are reimbursed for travel related expenses and accommodation only based on an established travel policy.

**Q. Can I nominate myself?**

While there is a precedent to accept self-nominations, the preferred and strongly encouraged method for nomination is through affiliation by a CCAN member organization.

**Q. What is the nomination and election schedule?**

The call for nominations to the Board of Directors opens on April 25, 2017, and closes on May 9, 2017. The Recruitment Committee will follow a tentative schedule as follows:

- The Committee will review all applications the week of May 10-31, 2017.
- A slate of Directors will be submitted to the governing CCAN Board of Directors on June 1, 2017.
- The online voting process for CCAN Members to select new Directors will take place June 5-June 23, 2017.
- All nominees are notified electronically of their application status on June 27, 2017.
- New Directors will receive a preliminary 1-hour webinar orientation to the organization (and virtually meet both the CEO and Chair) during the period of August 2 - September 7, 2017.
- All Directors are expected to attend the CCAN Annual General Meeting, September 25, 2017.

**Q. What if I have more questions?**

For additional information, or to be redirected to a member of the Recruitment Committee, please contact: [info@canceraction.ca](mailto:info@canceraction.ca). To learn more about the organization, please visit: [www.ccanceraction.ca](http://www.ccanceraction.ca) or follow us [@canceractionnet](https://twitter.com/canceractionnet).

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