



Iowa Cancer Consortium

Board Member Expectations Iowa Cancer Consortium

Position Title: Member of the Board of Directors

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

Reports to: Entire Board of Directors

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Iowa Cancer Consortium to support the organization's mission and needs.

Mission Statement: To reduce cancer incidence and mortality in Iowa through collaborative efforts that provide services and programs directed towards comprehensive cancer prevention and control.

Major Responsibilities:

- Organizational leadership and advisement.
- Organization of the board of directors, officers, and committees.
- Formulation and oversight of bylaws, policies and procedures.
- Financial management, including adoption and oversight of the annual budget.
- Oversight of strategic planning, program planning and evaluation.
- Review of Iowa Cancer Plan Implementation Grant applications. Participation in grant funding allocation twice per year, typically in the Spring and Fall.
- Review of organizational and programmatic reports.
- Promotion of the organization.
- Promotion of and support for efforts that address health disparities and improve health equity as it relates to the cancer burden in Iowa.

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

Meetings, Time Commitment and Attendance Expectations:

- Prioritize and attend at least two-thirds of Consortium board meetings. The board meets approximately once a month for 90 minutes via a virtual meeting platform. Up to two meetings per year are 4-5 hour grant review meetings, often held in person.
- Communicate meeting attendance plans to help ensure quorum.
- Attend new board member orientation (approximately 30 minutes.).
- Review copies of grant applications twice per year. Reading and research times vary by individuals (3-5 hours for some; over several days for others).
- Commit to learning, reading and building capacity in issues of health equity. Prioritize attendance to meetings that address health equity/reducing health disparities.

Expectations of board members:

- Be a member of the Iowa Cancer Consortium.
- Prioritize Consortium board meetings and attend and participate in board meetings on a regular basis, and special events as able.
- Make serious commitment to participate actively in board work and serve on ad-hoc committees as necessary.

- Be alert to community concerns that can be addressed by the Iowa Cancer Consortium’s mission, objectives and programs.
- Help communicate and promote the Iowa Cancer Consortium’s mission and programs to the community, in accordance with the organization’s [Brand Identity Guidelines](#).
- Become familiar with the Iowa Cancer Consortium’s finances, budget, and financial/resource needs.
- Understand the [policies, procedures and bylaws](#) of the Iowa Cancer Consortium.
- Stay informed about organizational matters, prepare well for meetings, review and comment on minutes and reports.
- Get to know other board members and build a collegial working relationship that contributes to consensus.
- Engage with new and existing Consortium partners to enhance collaborative efforts.
- Serve as advocate for statewide cancer control topics.

Financial and Resource Development Expectations:

- Recruit event sponsors, as needed.
- Disclose relevant [conflicts of interest](#).

Nomination and Election Process:

- Self-nominate or be nominated for an open seat on the board of directors by emailing sittig@canceriowa.org.
- Submit [candidate information and personal statement](#) by published deadline.
- Members of the board of directors are selected through a vote by Iowa Cancer Consortium members according to the Consortium [bylaws](#).
- Once elected, board members must agree to abide by Confidentiality and [Conflict of Interest](#) documents.
- Orientation is provided by the executive director.

Officers

Officers of the board of directors have the following additional duties.

Secretary:

- Work with executive director to take and finalize accurate meeting minutes in compliance with organizational bylaws.

Treasurer:

- Oversee Consortium budget and financial policies.
- Review monthly bank and credit card statements.
- Review, be familiar with and present to board of directors annual financial statements.
- Chair Finance Committee.

Please see the [Iowa Cancer Consortium bylaws](#) for complete information.