

CHAIR AND VICE CHAIR ROLE DESCRIPTION

Role

The role of the Chair is to provide senior leadership to the Executive Group and overall leadership to the Alliance. The role of the Vice Chair is to ensure continuity and effective transition of leadership. The Chair and Vice Chair will share leadership responsibilities at their mutual discretion. The Vice Chair will assume the duties of the Chair in the Chair's absence and perform other duties as delegated by the Chair.

The Chair or Vice Chair of the Alliance must be either a nonprofit organization representative or an individual patient/advocate who has served a minimum of one year on the Executive Group (EG).

Required Skills and Qualifications

Candidates for both roles must have previously completed at least a one-year term on the Executive Group.

Candidates for the roles of Chair and Vice Chair should possess:

- Experience and knowledge in advocacy, specifically metastatic breast cancer advocacy
- Strong leadership and management skills, including operational and financial knowledge
- Excellent communication and interpersonal skills
- Solid business acumen and relationship management experience
- Personal network with other cancer, healthcare, industry, and advocacy groups

Responsibilities

- Collaborate with the Executive Director in the development of agendas for Executive Group calls and Semi-annual Member Assembly meetings
- Facilitate and preside over Executive Group calls and Semiannual Meetings of Member Assembly
- Interact with media, members and key stakeholders as the public face of the Alliance
- Engage industry partners, policy makers and others with the work of the Alliance, including financial and other resources
- Collaborate with the Executive Director to manage the industry member relationships and secure annual funding commitments
- Provide oversight of financial and operational processes as well as the activities of the Alliance Executive Director
- The Vice Chair or Past Chair (the previous Chair in a one-year role), can serve as a substitute to moderate an Executive Group virtual meeting or Member Assembly Meeting in the Chair's absence
- The Chair will serve as liaison with the fiscal sponsor

Term and Time commitment

- Following an initial one-year term (typically beginning on November 1 and ending on October 31 of the following year), the Vice Chair will ascend to the role of Chair for the following year. For example, a Vice Chair who is elected in October 2022 will serve as Vice Chair from November 1, 2022, until October 31, 2023. They would then serve as Chair from November 1, 2023, to October 31, 2024
- In the event that the Chair resigns before the end of the term or is no longer able to perform the duties of the role, the Vice Chair will assume the role of the Chair, and a new Vice Chair will be elected. In the unlikely event that both the Chair and Vice Chair resign concurrently, an Interim Chair will be identified from the current Executive Group, and an election of new Chair and Vice Chair will follow as soon as possible
- The Chair moves to the role of Past Chair for one year at the end of their term as Chair

- If the Chair or Vice Chair cannot fulfill the remainder of their term, for any reason, they should submit a resignation letter to the Executive Group and the Executive Director
- The Past Chair may choose to run again for the Vice Chair position after a minimum one-year hiatus from the end of their term as Past Chair
- Average weekly time commitment of 3 to 5 hours depending on activity level, but may occasionally require additional time

Selection Process

- An all-member communication will be sent announcing the upcoming election and include details about the process and timeline for the submission of nominations
- Representatives from Nonprofit Member organizations or Patient/Advocate Members can be nominated or self-nominate for the Vice Chair role (or Chair role if needed) and will be required to submit the Vice Chair Candidate Questionnaire and current CV/résumé
- Voting Delegates and Individual Members will be presented with a ballot with a slate of candidates for an online vote
- The Vice Chair (and Chair, if required) will be elected by a majority of the Voting Delegates and Individual Members of the Alliance
- An all-member communication will be sent announcing the results of the voting