

EXECUTIVE GROUP MEMBER-AT-LARGE ROLE DESCRIPTION

Role

As part of the Alliance leadership team, the Member-at-large is responsible for helping to set annual and long-range metastatic breast cancer priorities for the Alliance and steer the Alliance's progress toward its goals.

A Member-at-large must be either a nonprofit organization representative or an individual patient/advocate who has been an engaged member of the Alliance for at least one year.

Required Skills and Qualifications

- Expertise in various business areas, including finance, operations, communications, social media, as well as knowledge of advocacy, programs, education, and research
- Strong personal networks within their field and/or the broader metastatic cancer sector

Responsibilities

- Review, update and ratify governance documents
- Attend regular meetings of the Executive Group, typically a one-hour meeting quarterly
- Participate in one of the following Executive Group committees:
 - Finance Committee – Meets for one-hour each quarter to review YTD Alliance financials and project status/metrics/milestones
 - Membership Committee - Meets on an as needed basis to discuss new potential member applications and makes a recommendation to the Executive Group about member application acceptance or rejection
- Three people that are Member-at-large will be chosen to attend a 30-minute bi-monthly Senior Leadership meeting
- Prepare a succession plan to ensure the Executive Group remains relevant to the evolving work of the Alliance
- Deploy resources to implement the Alliance's strategic plan and its initiatives, ensuring the Alliance has the support it needs to achieve its goals
- Review and ratify recommendations from Working Groups
- Monitor and amend the Alliance's governance structures and key documents as needed
- Collaborate with Chair and Executive Director on semiannual member meeting agendas

Term and Time Commitment

- Initial term of two years
- Up to six hours per quarter
- Attend virtual meetings via Zoom to discuss Alliance activities, plan new initiatives and monitor overall progress of Alliance
- If a member of the Executive Group cannot fulfill the remainder of their term, for any reason, they should submit a resignation letter to the Chair
- Attend as many MBC Alliance public activities as possible

Selection Process

- Representatives from nonprofit organizations and individual patient advocate members can be nominated or may self-nominate for a Member-at-large role on the Executive Group. They will be required to submit the candidate questionnaire and CV or biographical sketch
- Voting Delegates and Individual Members will be presented with a ballot with a slate of candidates for an online vote
- The Members-at-large 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 in the month of December, and the new Executive Group team will be shared at the SABCS member meeting