

## **Board Member Responsibilities**

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of The Hope Foundation ("THF") so as to fulfill the mission of supporting SWOG Cancer Research Network ("SWOG").

### **\*Major responsibilities:**

- Organizational leadership and advisement
- Hiring and regular evaluation of THF's President
- Formulation and approval of policies and procedures
- Financial oversight - including adoption and oversight of the annual budget and investment activities - conducted through monitoring of Finance Committee
- Oversight of program planning and strategy
- Review of organizational and programmatic reports
- Liaison, as appropriate, between THF and SWOG, advocate groups, and other organizations involved in cancer clinical trials.

*\*Members of the board share these responsibilities while acting in the interest of The Foundation. Each member is expected to make recommendations based on his or her experience and vantage point in the community, as SWOG leaders or elected interested parties.*

Length of term: Three years.

Term Limits: Two consecutive terms. Upon completion of 1 year rotated off the Board, a Member may again be nominated.

Length of Executive Committee Officer Term: Two years

### **Meetings and time commitment:**

- The board of directors meets in person biannually at the SWOG Group Meetings, and additionally as requested by the Board Chair.
- The Annual Meeting of the Board is held at each Fall meeting.
- Additional virtual meetings are conducted in February and July or August.
- Board members are strongly encouraged to attend the annual meeting in person.

### **Expectations of board members:**

- Attend and participate in meetings.
- Provide oversight and input on Foundation programming and administration.
- Maintain awareness of opportunities and programs that will enhance the relationship with SWOG, advocates, and other foundations or like entities.
- Help communicate and promote THF's mission and programs both within SWOG and within the greater field of clinical cancer research.
- Become familiar with THF's finances, budget, and financial/resource needs.
- Understand the policies and procedures of THF.