

## ROLE DESCRIPTION

# WORLD OVARIAN CANCER COALITION BOARD DIRECTOR

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An exciting opportunity is available to join the Board of Directors of the World Ovarian Cancer Coalition, a leading not-for-profit organization established in 2016 working across the globe. Our vision is a world where everyone living with, or at risk of, ovarian cancer has the best chance of survival and the best quality of life possible, no matter where they live.

As the only global advocacy organization focused on ovarian cancer, we are committed to achieving profound and equitable change for all those impacted by this disease through partnerships, evidence, advocacy, and awareness.

Ovarian cancer is the most lethal of all female cancers – more than half of women diagnosed with the disease survive less than 5-years. It is predicted that by the year 2040, ovarian cancer incidence will rise by 42% with an even larger increase in the number of deaths each year (up nearly 52% to over 314,000). The Coalition's 5-year goal is significant and equitable improvement in prevention, survival, and quality of life for everyone impacted by this disease.

### ABOUT US

Working with over 200 patient advocacy organizations from around the world, the Coalition raises awareness of ovarian cancer and the burden of the disease throughout the year. In 2023 our flagship annual awareness campaign, World Ovarian Cancer Day, reached 200m people worldwide.

In 2018, our groundbreaking Every Woman Study™ reported on the experiences of over 1500 women living with a diagnosis of ovarian cancer from 44 different countries. Published in the peer reviewed Journal of Gynecological Cancer (IJGC) the findings of the Study informed the development of a Global Ovarian Cancer Charter.



WORLD  
**OVARIAN**  
CANCER  
DAY



GLOBAL  
**OVARIAN**  
CANCER  
CHARTER

THE  
**EVERY**  
**WOMAN**  
STUDY™

A follow-on Study, The Every Woman Study™ – Low- or Middle-Income Country(LMIC) Edition is currently being undertaken in partnership with the International

Gynecologic Cancer Society (IGCS) in 24 countries. Alongside this Study, we are undertaking a cost-of-illness study to quantify the cost of ovarian cancer to healthcare systems and national economies.

For further information about our work please refer to our World Ovarian Cancer Coalition website: [www.worldovariancancercoalition.org](http://www.worldovariancancercoalition.org).

## **PURPOSE**

The purpose of the World Ovarian Cancer Coalition Board of Directors is to provide strategic, financial and governance oversight of the management and operations of the World Ovarian Cancer Coalition.

## **ROLES AND RESPONSIBILITIES**

The collective role and responsibilities of the World Ovarian Cancer Coalition Board are:

### Strategic

- Develop and oversee the implementation of the World Ovarian Cancer Coalition strategic plan.

### Operations

- Monitor and review the World Ovarian Cancer Coalition's operations to facilitate achievement of the organization's mission, and compliance with approved policies and plans.
- Recruit, and through the Chair, support and manage the CEO including the approval of annual objectives and performance metrics.
- Support the executive staff in achieving the agreed goals of the Coalition.

### Financial

- Review, approve and monitor the annual budget of the World Ovarian Cancer Coalition.
- Review regular reports from the Treasurer on year-to-date performance and forecast against with the annual budget.
- Ensure that the World Ovarian Cancer Coalition operates in a fiscally and legally responsible manner.



### Ambassadorial

- Be knowledgeable about ovarian cancer issues.
- Represent the Coalition to the public, including the survivor and medical communities, and positively support the World Ovarian Cancer Coalition whenever opportunities arise.
- Securing funding to ensure the sustainability of the Coalition.

### Stakeholder Management

- Ensure that the Coalition considers the perspectives of its stakeholders.

### Governance

- Establish appropriate authority levels for organizational decisions and action.
- Ensure the effective functioning of the Board through ongoing review of mandates, processes and by-laws.
- Prepare for, regularly attend and actively participate in meetings (a Director may be removed if three consecutive meetings are missed)
- Act in accordance with values normally expected of a Board of Directors (Duty of Care, Duty of Loyalty etc.)
- Recognize and respect the collective decision-making authority of the Board and support the implementation of all Board resolutions/decisions.
- Recognize and respect the different perspectives and opinions of all Board members.

## **ATTRIBUTES, SKILLS AND EXPERIENCE**

Individual board members must be able to demonstrate the following personal characteristics:

### Attributes

- Sound judgment.
- Confidence to take and be accountable for decisions.
- Appreciation of the importance of equality, equity, diversity and inclusion.
- High level of integrity and a commitment to the ovarian cancer community.
- Strong interpersonal skills - required to work effectively as a member of the World Ovarian Cancer Coalition Board of Directors and to represent and promote the World Ovarian Cancer Coalition to external stakeholders.

### Skills

- Strong strategic thinking skills.
- Strong decision making skills – ability to assess and analyze complex evidence in decision making and explain the basis for a decision.
- Strong communication, influencing and presentation skills.



- Strong risk management skills - ability to assess and navigate risks and opportunities to inform strategic decision-making.
- Strong interpersonal skills including the ability to actively contribute to the decision-making process as part of a team, accepting collective responsibility and challenging appropriately.

### Experience

- Experience working with a patient advocacy organization or other not-for-profit – either as a paid employee (senior manager), board member or in other supporting roles
- Experience as a board member (or equivalent role at senior level).

### **DESIRABLE**

- Experience working with an international organization or network.
- Fluency in multiple languages.
- Experience in fundraising, finance or digital communications and marketing.
- Lived experience of a women’s cancer – as a survivor or caregiver

### **TIME COMMITMENT**

The World Ovarian Cancer Coalition holds 5 Board meetings each year, in addition to an AGM. These meetings are currently held via Zoom in September, December, February, March and June on Wednesdays from 11:30 to 1:00pm UTC. Meetings are held in English. The board meets in person every two years for a 2-3 day strategic planning session.

In addition to board meetings, board members may be approached to steward activities supporting the achievement of our strategic plan. For example, to serve on Board Committees or provide leadership at board level on development of succession planning, fundraising, communication, or advocacy strategies.

### **PERFORMANCE REVIEWS AND EVALUATION**

The Board undertakes a performance evaluation to review its performance and each Director at least once every two years (including the performance of the Chair of the Board ). The Chair reports to the Board regarding the performance evaluation process and the findings of these reviews

*Updated February 2024*