



**Southwest Kids' Cancer Foundation
Roles & Responsibilities
Board Member**

Background

Southwest Kids' Cancer Foundation, Inc. is a not-for-profit, 501(c)(3) organization created to preserve and advance Arizona Camp Sunrise and Sidekicks programs for pediatric cancer patients, survivors and their siblings. A group of dedicated volunteers founded the Southwest Kids' Cancer Foundation to guarantee that camp programs would continue serving this group of deserving kids. We are solely committed to ensuring the life-changing programs of Arizona Camp Sunrise and Sidekicks remain available to children and families at no cost.

Southwest Kids' Cancer Foundation seeks professionals who are passionate about their work. We value honesty, integrity, respect, teamwork, collaboration, communication, dependability, accountability, and commitment. As a member of the Southwest Kids' Cancer Foundation team, expect to make a difference within the community of children, families, co-workers, and volunteers.

Mission

Southwest Kids' Cancer Foundation was created to preserve and advance Arizona Camp Sunrise and Sidekicks programs for pediatric cancer patients, survivors and their siblings.

Job Summary

A Southwest Kids' Cancer Foundation board member will be an active participant in the management of the business of the Corporation including the budget, organizational development and planning, and implementation of Southwest Kids' Cancer Foundation's mission and vision. Board members serve as volunteers, without compensation.

Terms

The board member's term commences upon election, or at the annual meeting, to the Board. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until the officer's successor has been duly elected and shall have qualified. Board members will have a joint review at the end of the first year with the Executive Director and President. No board member shall serve as both President and Treasurer or President and Secretary.



Responsibilities

- **Hiring, Supervising and Evaluating the Executive Director**
 - Board members are expected to actively participate in the hiring, supervision and evaluation of the Board's employee, the Executive Director.
 - Board members will provide support to the Executive Director as needed or requested by the President or the Executive Director.

- **Board Meetings**
 - Board members must commit to attend each of the quarterly meetings (January, April, June and October); telephonic, video or other virtual attendance is acceptable although in person attendance is preferred for local board members.
 - Board members will make every effort to participate in other meetings, as needed, when at least a ten (10) day notice has been provided; telephonic, video or other virtual attendance is acceptable although in person attendance is preferred for local board members.
 - Executive Officers of the Board must commit to additional monthly meetings to support the Executive Director, plan quarterly meetings and address issues as needed.
 - Attendance is a critical part of board members' duties. If a meeting is missed it will be the responsibility of the board member to read the minutes and connect with the Executive Director or President to provide input and be informed of the boards' directives within one month of the missed meeting.
 - If more than one meeting is missed in a calendar year, board membership may be in jeopardy.
 - Board members are expected to participate in discussions, review of the agenda and report about items such as fundraising, event planning, family outreach etc.

- **Participate in Strategic Planning**
 - Cultivate a positive professional environment that upholds the mission, vision, and values of SWKCF.
 - Engage in organizational development and strategic planning efforts to grow and develop SWKCF.
 - Approve the annual budget and amend budgets as need based on program evaluations and needs.
 - Contribute to strategic planning of programs, events and program evaluations.
 - Share professional expertise and sphere of influence.
 - Collaborate with other board members around ideas that are innovative, help grow and model the mission of SWKCF.

- **Leadership Opportunities**
 - Board members are encouraged to engage in meaningful collaboration with volunteers, and provide leadership and guidance in order to support the mission and vision of SWKCF.



- Board members may be asked to participate or chair committees to support SWKCF's volunteers to implement campaigns such as fundraising, family engagement etc.
- Board members are expected to host donors, and participate in camp program offerings.

- **Participation in Southwest Kids Cancer Foundation Programs**
 - Board members must commit to active participation in Southwest Kids Cancer Foundation's camp programs, events and fundraisers.
 - Board members are required to participate in a minimum of 2 events a year, as a volunteer or an attendee.

- **Financial Commitment:** Board members will be responsible for donating or facilitating a donation of at least \$1,500 annually. Suggested opportunities for fundraising include, but are not limited to:
 - Recruit sponsorships for golf tournament
 - Buy or sell golf foursomes
 - Organize a third party event that nets more than \$1,500
 - Become an annual partner
 - Fill a table at the annual gala
 - Tax Credit participation and/or referrals for tax credit
 - Participating in SWKCF fundraiser events

- **Donations**
 - Board members will solicit and secure donations when needed including both monetary and in kind donations of auction items for the golf tournament, auctions, events, programs or organizational needs.

- **Ambassador for Southwest Kids' Cancer Foundation** A board member will represent Southwest Kids Cancer Foundation in an informed and positive manner.
 - Board members are responsible for staying informed about our programs in order to communicate with our partners, donors, and the community in a knowledgeable manner.
 - Board members, who have active social media accounts, are expected to share and promote SWKCF posts, events and activities with their networks. This communication will promote the mission of Southwest Kids Cancer Foundation, helping to expand the community's understanding of our mission.
 - It is recommended that board members take the opportunity to represent SWKCF at least once a year at a community event.