



Canadian Cancer Society, Nova Scotia Division

How to become a member of our board of directors

This information package is designed to help you apply to serve on the Canadian Cancer Society, Nova Scotia Division's board of directors. Inside you will find information organized under the following headings:

About the Canadian Cancer Society	1
About Nova Scotia Division's board of directors	2
How you can apply to serve on the board	5
Application form.....	A&B



Canadian Cancer Society
 Société canadienne du cancer

About the Canadian Cancer Society

The Canadian Cancer Society's National Board of Directors shares governance responsibilities with the boards of the ten provincial/territorial divisions. The National organization and divisions share a common mission and work to advance the Ends statements shown below.

Reduced cancer incidence rates for Canadians.	Reduced cancer mortality rates for Canadians.	Enhanced quality of life for Canadians living with and beyond cancer.
Canadians reduce their risks of cancer and adopt healthy behaviours.	Canadians participate in screening and early detection and receive quality cancer care.	Canadians enhance their quality of life with and beyond cancer.
Public policy and programs make it easier to reduce cancer risks and implement prevention interventions.	Public policy and programs make screening, early detection and quality cancer care available and accessible.	Public policy and programs make support for quality of life with and beyond cancer available and accessible.
Research generates knowledge about the causes of cancer, risk factors and behaviour change to improve cancer prevention.	Research generates knowledge about cancer biology, screening, early detection, diagnosis and treatment to advance cancer care.	Research generates knowledge about supportive care, survivorship and end-of-life care to enhance quality of life with and beyond cancer.
Charity of choice: Most impact, with Canadians, against cancers, for life		
Canadians choose the Society as their cancer charity – to donate, volunteer and work.		
Canadians trust that the Society is making the most impact in the fight against cancers.		
Canadians know that the Society is the best investment in the fight against cancers.		

About Nova Scotia Division's board of directors

The Canadian Cancer Society, Nova Scotia Division's board of directors has twelve – eighteen members. To ensure continuity on the board, the board terms are staggered so that approximately one-third of board positions become vacant each year.

The Board's Role

The Board is an initiator of policy, not a reactor to programming, services and other staff initiatives. As a body, the Board sets organizational Ends, develops policies that provide clear direction to the Chief Executive Officer for the successful operation of the organization, and monitors whether those policies and Ends are being successfully met within the limitations set. The Board is also responsible for the linkage of the organization with its ownership and for the assurance that the needs of Nova Scotians are considered within a provincial perspective.

Nova Scotia Division's board operates under the Policy Governance® model, which was developed by John Carver. Under Policy Governance®, a Board has three responsibilities:

1. Linking the organization with its ownership.
2. Developing four types of governing policies:
 - Governance Process policies, which define how the Board will operate,
 - Board-Executive Director Relationship policies, which define the relationship between the Board and the executive director,
 - Ends policies, which specify what benefits the organization should provide, for whom, and at what cost, and
 - Executive Limitation policies, which define unacceptable staff behaviour.
3. Ensuring that the Chief Executive Officer complies with Board policy and achieves the Board-defined Ends.

Board composition

In selecting individuals to serve on Nova Scotia Division's board, we consider the knowledge, experience, and strengths that each applicant can contribute. We nominate new members to our board based on three considerations: First, whether they satisfy the nomination criteria and general criteria listed below. Second, in absolute terms what their background, education, skills and experience will contribute to the board. And third, how their contribution will complement the strengths of the other board members.



Nomination criteria: Every board member must meet the following nomination criteria:

- Be eighteen years of age or older at the date of appointment.
- Reside in Nova Scotia.
- Be willing to serve a term of three years.

General criteria: Every board member must meet the following general criteria:

- Be willing and able to spend 8 – 10 hours or more each month preparing for and attending board meetings and public events on behalf of Nova Scotia Division. In 2012-2013 board meetings will be held in Halifax from 1:00 PM to 6:00 PM on the following dates, with the exception of our June retreat.

Schedule for 2012-2013 Board Meetings

April 28, 2012 AGM	November 30, 2012
June 8-10, 2012 (retreat)	February 15, 2013
September 28, 2012	

- Have a commitment to the cancer cause and to the Canadian Cancer Society.

Volunteer Profile

Those interested in this role shall exhibit the following:

- Ability to see the big picture and willingness to deal with vision and the long term through systems and context.
- Previous experience on policy governance boards and/or other charitable organization boards.
- Commitment to linking with the ownership by: a) understanding that they represent an ownership of diverse people; and b) being willing to actively seek to access and understand that diversity.
- Willingness to delegate operational detail to the CEO.
- Ability and willingness to participate assertively in deliberation, while respecting the opinions of others.
- Willingness and commitment to honour board decisions.
- Commitment not to make judgments without being appropriately informed.
- Targeted skills, attributes, and competencies as identified annually by the Board.

Key Responsibilities

- Support the Canadian Cancer Society mission, goals and policies.
- Make an annual financial contribution to the Canadian Cancer Society.
- Work collaboratively with the Division Board within the Policy Governance model (crafting policy, assessing compliance, and monitoring performance).
- Together with the Board as a whole, foster a sense of group responsibility towards excellence and self discipline, in matters including attendance, decision-making principles, respect of identified roles, speaking with one voice, and ensuring the continuity of governance capability. Although the Board can change its governance process policies at any time, it will adhere to them scrupulously while in force.
- Conduct themselves in an ethical, businesslike and lawful manner and exhibit appropriate use of authority and decorum when acting on behalf of the Board.
- Represent non-conflicted loyalty to the interests of the moral owners of the Division.
- Exercise the powers and discharge the duties of their office with such care, diligence and skill as a reasonably prudent person would exercise in comparable circumstances.
- Respect the confidentiality of Board discussions and Board materials.
- Speak with one voice in support of Board decisions.
- Prepare for meetings by reviewing all of the background materials in advance.

Application deadline for 2012

All applications for 2012 nominations to the board must be received by the Canadian Cancer Society, Nova Scotia Division (5826 South Street, Halifax, NS, B3H 1S6) on or before **February 6, 2012**.

Nomination process

Selected applicants will be contacted before February 24, 2012 and invited to participate in interviews with members of the selection committee. All applicants will be contacted. Those not considered for the Board may be directed to other CCS Volunteer opportunities.



How you can apply to serve on the board

Applying for nomination to the board of directors is easy. Just follow these steps:

1. Complete the attached application form.
2. Mail or deliver the application form and letter in a sealed envelope marked "**Confidential - Nominations**" to the following address:

Canadian Cancer Society, Nova Scotia Division
Attention: Kelly Boyce, Executive Assistant
5826 South Street, Halifax, NS, B3H 1S6
3. Ensure that your application is received by Nova Scotia Division on or before **February 6, 2012**.
4. Contact Kelly Boyce if you have any questions. She can be reached at 902-423-6183 Ext 239 or toll free at 1-800-639-0222 or by email at kelly.boyce@ns.cancer.ca.

Additional copies of this package are available by:

- visiting the Nova Scotia Division office at 5826 South Street, Halifax.
- calling Nova Scotia Division at 902-423-6183 or toll free at 1-800-639-0222, or
- visiting our web site at www.cancer.ca



Application Form

Candidate Information:

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other (please specify):		
Name (First)		(Last)
Address		
City/Town		Postal Code
Telephone (bus.)	(cell)	(home)
Email		Fax

Nominators (two required):

Name		
Telephone (bus.)	(cell)	Home
Email:		

Name		
Telephone (bus.)	(cell)	Home
Email:		



Application Form, continued

The following supporting documents must be provided by the Nominee:

A letter of motivation to cover the following:

1. Your interest in becoming a Board member with Canadian Cancer Society – Nova Scotia Division;
2. An outline of your experience in leadership and vision with a volunteer-based organization;
3. Skills, attributes, and competencies that you feel would be relevant to your role as a Board member; and
4. Any additional information you would like to share.

A current resume

Please note the following:

Candidates of interest to the Nominating Committee will be required to submit their names for a standard police records check. This will be considered along with background information gathered from references provided prior to finalizing the slate of nominees. Are you comfortable providing us with this information?

Yes

No

Deadline for nominations: February 6, 2012



NOVA SCOTIA DIVISION

How to become a member of our board of directors 2012

B