



Darian's Gift

Children's Cancer Resource Foundation

Member of the Board of Directors

Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Darian's Gift so as to support the organization's mission and needs.

Mission: Darian's Gift provides comfort and support to families treating for pediatric cancer through information resources, financial assistance, physical acts of service and emotional support.

Major responsibilities:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of 4Him2Day. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: One year renewable terms, pending approval of the board.

Meetings and time commitment:

- The board of directors meets each month at a time determined at the close of each meeting. Meetings typically begin at 6:00 pm and last approximately 90 minutes.
- Committees of the board meet when necessary at the discretion of the Committee chair, pending their respective work agenda.
- Board members are asked to attend and participate in special events as they are determined.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by the Darian's Gift mission, objectives, and programs.
- Help communicate and promote Darian's Gift mission and programs to the community.
- Become familiar with Darian's Gift finances, budget, and financial/resource needs.
- Understand the policies and procedures of Darian's Gift.
- Financially support Darian's Gift in a manner commensurate with one's ability, either through fundraising efforts or personal donations.