JOB DESCRIPTION – NON-EXECUTIVE DIRECTOR

Our mission is to lead, empower and mobilise the community to beat cancer. The values underpinning our work are innovation responsibility, courage and collaboration.

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Non-Executive Board Director</th>
<th>STATUS:</th>
<th>Three-year term</th>
</tr>
</thead>
</table>

ORGANISATIONAL CONTEXT:
The vision of Cancer Council NSW (CCNSW) is A Cancer-Free Future, with CCNSW’s key strategic priorities being research, prevention, information and support, advocacy and fundraising.

In 2015 CCNSW celebrated 60 years of growth, achievement and commitment to beating cancer. CCNSW is the largest cancer charity in NSW and its point of difference is that it works across all stages of the cancer journey from research and prevention to end of life.

CCNSW is 96% community funded and in 2016/17, total revenue exceeded $80 million. CCNSW has a strong and well-respected brand, public profile and reputation in NSW. CCNSW is one of the largest non-government funders of cancer research in Australia; and research is its largest mission-related expenditure with an annual expenditure of approx. $15 million.

Undoubtedly CCNSW's greatest asset are its people, with approx. 345 permanent and contract staff and over 2,000 registered volunteers, in addition to more than 33,000 community supporters. CCNSW has strong, highly committed and diverse teams working together to beat cancer, and volunteers are central to CCNSW's success.

KEY PURPOSE:
CCNSW has a Board of ten Directors, six of which are elected by members, and four appointed by the Board directly. Two of the ten Directors must have their principal place of residence outside of the Sydney region.

In 2015/16, the Board experienced significant change as the organisation farewelled a number of influential Board members, including the Chair after nine years, and welcomed five new Board Directors. In 2016/17, we have also welcomed an additional Board member.

The CCNSW Board is a skills-based team, ensuring we are ready for the future, sustainable and remain a relevant and leading charity.

KEY ACCOUNTABILITIES:
A CCNSW Non-Executive Director is expected to:
- Assist the Board in appointing, encouraging, assessing and if necessary, replacing the Chief Executive Officer
- Bring an external perspective to Board matters
- Represent the broad interests of CCNSW members and the community
- Assist in promoting and advocating CCNSW's vision
- Generate internal and external goodwill for CCNSW and its objectives
- Question, encourage, monitor and scrutinise management
- Bring relevant competency, experience, legitimacy and ethical behaviour to the Board table
- Ensure proper corporate governance process is followed with integrity, including financial reporting and disclosure and compliance with the law and other requirements
- Challenge and contribute to the development of strategy and ultimately endorse its adoption
- Approve budgets and major capital expenditure decisions
- Ensure an appropriate risk management framework is in place for the organisation
- Support and participate in CCNSW events
- Contribute to the work of CCNSW Board committees
• Any other duties that may be required to meet the needs of the organisation

**DURATION OF APPOINTMENT:**
Directors are elected/appointed for an initial three-year term and can be re-appointed/re-elected for a further two three-year terms. They are able to resign at any time.

**REMUNERATION & EXPENSES:**
Directors are not paid remuneration for their input but are entitled to be reimbursed for out-of-pocket expenses incurred in fulfilling their obligations as a Board member.

**SELECTION CRITERIA:**
- Resident of regional NSW
- A belief in, and passion for, CCNSW’s vision
- An ability to think strategically and be involved in developing medium to long term solutions for CCNSW’s members and the community in which the organisation works
- Strong links to the community, supported by knowledge and understanding of the needs of people affected by cancer.
- Proven capacity and experience establishing and maintaining effective networks
- A developed and robust reputation within the broader community
- A willingness and ability to contribute time and energy to CCNSW activities
- A preparedness to take on the statutory obligations as described by ASIC for Company Directors

**REVIEWER:** Chair  
**VERSION** September 2017