



# Board Member Opportunity

**ORGANIZATION:** For Pete's Sake Cancer Respite Foundation

**Mission:** For Pete's Sake Cancer Respite Foundation (FPS) enables cancer patients and their loved ones to strengthen, deepened, and unify their relationships by creating unforgettable and lasting respite experiences.

For more information, please visit [www.takeabreakfromcancer.org](http://www.takeabreakfromcancer.org).

**Board of Director position:** The FPS Board of Directors leads the organization in fulfilling its mission of providing Travel Respite, Staycation Respite, and Respite Reinforced experiences for families in the cancer crisis.

Composed of leaders from the business and philanthropic community, FPS Board members bring their unique perspectives on economic, business, policy and philanthropic trends to drive FPS's strategy and business development. Board members also contribute their unique professional skills in providing technical assistance to FPS, advising staff on legal and compliance issues, business development, policy development, and working directly with FPS as volunteers and mentors.

Well-informed and passionate about FPS and its success, Board members work as ambassadors for FPS, making connections and introductions to generate financial support, collaborative partnerships and opportunities for the organization within their businesses, professional and personal networks.

The Board works in close partnership with the management of FPS. All organizational powers are exercised by the Board or through the delegated authority of a committee of the Board which, pursuant to the Bylaws, has the authority of the Board. In all cases, such committees of the Board are subject to the ultimate direction of the Board. Advisory committees, which do not have the authority of the Board, make recommendations to the Board directly or through committees with Board authority, and otherwise assist the Board in carrying out its responsibilities.

## **EXPECTATIONS:**

### **Leadership, governance and oversight:**

The Board of FPS engages in a regular strategic planning process in which it analyzes economic, demographic and policy trends and develops strategies to sharpen and deepen FPS's impact. The Board works with staff to evaluate program performance and continuously improve program quality and impact.

- Regularly prepare for, attend and participate in at least 75% (3 out of 4 meetings) of quarterly board meetings as a physical presence in the room. Teleconferencing is only available for one board meeting. The expectation is that the in-person meeting is no longer than 90 minutes long.
- Participate in 75% of the monthly update call, which are all via teleconference. The expectation is that the teleconference meetings will be no longer than 60 minutes.
- Consistently review the organization's strategic, operations and development planning process with specific emphasis on long term strategic plan and annual operations and development plans.
- Annually, FPS staff participate in a two-day planning retreat in May of the preceding year. This retreat, while not mandatory for Board members, is open to any board member who has an interest in attending.

### **Fiscal oversight:**

The Board of FPS ensures that resources are managed in a fiscally sound and responsible manner. To this end, the Board establishes and monitors the organization's annual budget, sets financial and personnel policies, reviews financial performance, engages auditors, and establishes investment policies.

- All Serve actively on at least one Standing Board Committee. Please note, all Board members are de facto members of the Development Committee. The committees are as follows, and committees can be added per boards discretion:
    - Development: Events and Appeals (in Bylaws)
    - Advancement: Capital and Endowment Campaigns
    - Executive (in Bylaws)
    - Finance (in Bylaws)
    - Audit
    - Governance (in Bylaws)
    - Patient Advisory (in Bylaws)
    - Young Friends
- \*Ecumenical and Planning Giving are not yet structured.

**Fundraising:**

Every board member is expected to make a personal gift to the annual fund, to events as necessary and to any specific campaign that is active at the time.

Every board member should be involved in at least one or more FPS fundraising activities. Those activities may include:

- Introducing prospective donors to FPS
- Adding names to the FPS mailing list
- Working on FPS fundraising events
- Signing personalized solicitation letters
- Signing thank you letters
- Making thank you phone calls
- Participating in donor cultivation meetings
- Hosting small donor cultivation events at home or office
- Soliciting prospective donors face-to-face, etc.

**Board terms/participation:** The FPS Bylaws authorize a minimum of three (3) Board members with no limitations on the maximum number of members. At least one (1) Board member shall be a representative of the Young Friends of FPS as a non-voting member. The elected members of the Board shall be divided into three (3) approximately equal classes. Each class shall have a three (3) year term and be arranged so that one (1) class group expires each year. In order to implement this section and to cope with resignations or terminations of Board members, Board members may be appointed for one, two- or three-years terms as may be necessary to preserve three approximately equal classes. The maximum term a board member may serve is three terms, or nine (9) years.

**QUALIFICATIONS DESIRED:** Each Director shall be an individual at least 24 years of age who need not be a resident of Pennsylvania. Membership on the Board shall not be based on race, color, sex, or national origin.

**Start Date: July 1<sup>st</sup>, 2024**

**TO APPLY:** Please direct all inquiries regarding the FPS Board of Directors to: Marci Schankweiler, CEO at Marci@takeabreakfromcancer.org.