



Candlelighters Childhood Cancer Foundation of Nevada Board Member Job Description

Mission

The mission of Candlelighters Childhood Cancer Foundation of Nevada (Candlelighters) is to provide emotional support, quality of life programs, and financial assistance for children and their families affected by childhood cancer with the goal of allowing them to focus on the journey, and most importantly, loving their child.

For more information, please visit our website at www.candlelightersnv.org

Board of Directors Overview

The Board of Directors are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission.

Board Term/Participation

Candlelighters' board members will serve a three-year term with a maximum of 2 consecutive terms. Board meetings will be held every other month.

Specific Responsibilities

- Accessible, available, and responsive to the Board Chair and CEO.
- Establishes and regularly reviews Candlelighters' goals and objectives.
- Develops, implements, and monitors the Strategic Plan.
- Approves Candlelighters' annual budget, audit, and related business decisions.
- Contributes to an annual performance evaluation of the CEO.
- Serve as an active advocate and ambassador for Candlelighters, identifying and securing financial resources and partnerships necessary for Candlelighters to advance its mission.
- Leverages connections, networks, and resources to assist Candlelighters in its goals.
- Participates on committees or task forces and takes on special assignments, as needed.
- Ensures Candlelighters' commitment to a diverse board and staff that reflects the communities Candlelighters serves.

Financial Commitment

Candlelighters board members will consider Candlelighters a philanthropic priority and make annual gifts that reflect that priority. So that Candlelighters can credibly solicit contributions from foundations, organizations, and individuals, Candlelighters expects to have 100 percent of Board Members contribute and/or raise an annual contribution that is commensurate with their capacity. It is recommended that Board Members make every effort to further Candlelighters mission through a combination of personal gift(s) and/or fundraising that totals at least \$5,000 annually.

Qualifications

Ideal candidates will have the following qualifications:

- Capable and willing to commit the necessary time to attend board and committee meetings, actively contributes to discussions, and participates in key events.
- Ability to think strategically, manage complexity, and make difficult decisions.
- A desire to open doors and attract others in support of Candlelighters' mission and fundraising initiatives.
- Embraces change, anticipates opportunities and challenges, and regularly considers Candlelighters' long-term vision.
- Brings diversity to the Board, offering unique experiences and points of view.
- A passion for helping to improve the lives of children and families in southern Nevada.