



## **I. Board Roles and Norms of Conduct**

The Board of Trustees provide the strategic leadership necessary to establish, review and maintain relevance of CCI vision, mission, goals and objectives.

The Board provides overall direction, oversight and monitoring for all programs and services of CCI. They act within the scope and power of the Board as prescribed in the Articles of Incorporation, the Constitution and existing laws and policies.

They are stewards of the association and have fiduciary, advisory and monitoring roles. Thus, they are expected to exercise due diligence, their best care, judgment and utmost good faith, in the discharge of their duties. They represent the collective interests of the members and acts in their best interests.

A trustees position is based on trust and confidence. They shall act with probity, honesty, and fairness (impartiality), with a view to upholding the best interests of the association and its stakeholders.

## **II. Composition and Board Mechanisms**

### **2.1 Composition and Appointment**

The Board of Trustees is composed of 7-9 individuals, drawn from member organizations of the various continents/region where CCI has membership presence. Majority of the board members are parents of children with cancer.

The Board Members are appointed by the General Assembly. They are elected and operate in an individual and independent capacity and not as representatives of their own organisation(s) or of the organisation that nominated them.

To be considered for a position on the board, applicants must meet a set of minimum criteria and follow the application process as established by the board, approved by the AGA and in accordance with the Board Election Process Policy. These statutes aim to ensure that there is a mix of competent Board Members each of whom add value and independent judgment in the development of sound, sustainable and substantive strategies and policies.

## **2.2 Remuneration**

Board Members are not remunerated and do not receive any monetary compensation. However, CCI provides partial reimbursement for out-of-pocket travel costs to attend mid-year and annual board meetings. Where member organisations cover the cost of board members transportation and travel costs to attend board meetings, such reimbursed costs are donated back to CCI for regional and/or international work. Trustees do not receive any advances and/or guarantees. The administrative expenses and reimbursements of the Board Members are stated in the financial statements

## **2.3 Meetings**

The Board meets in person at least twice a year with additional conference calls, as necessary. Board members are expected to attend all meetings. In exceptional circumstances, if Trustees are unable to attend, they should advise the Chair verbally or in writing. Apologies will be presented at the start of each meeting.

## **2.4 Deliberations and Decision Making**

Board discussion provides due consideration and respects independent views. It encourages exploration of divergent ideas and opinions. It makes decisions by consensus or by majority voting. To enable the members of the Board to properly fulfil their duties and responsibilities, Head Office should provide them with complete, adequate and timely information about the matters to be taken up in the meetings.

Reliance on information provided by Head Office would not be sufficient in all circumstances and further inquiries may have to be made by a member of the Board to enable him/her to ascertain all facts, properly perform his duties and responsibilities and contribute effectively to decision making.

When needed, the Members, either individually or as a Board, and in furtherance of their duties and responsibilities, should have access to independent professional advice, at the associations expense.

## **2.5 Sub-Committees and Advisors**

The board may appoint sub-committees to assist the board in undertaking some of its key tasks. The responsibilities of these committees will be as agreed upon or as defined in their roles and responsibilities, which may be amended from time to time.

The board may also appoint advisors who provide technical guidance, advise and support on strategic and critical issues and/or specialist areas of concern.

### **III. Individual Board Member Obligations and Key Responsibilities**

#### **3.1 Obligations**

Devote time and attention necessary to properly discharge ones duties and responsibilities.

Articulate and effectively communicate CCI vision, mission, goals, objectives and working agendas.

Act judiciously on matters brought before the Board, thoroughly evaluating the issues involved before making any decision.

Conduct business transactions fairly, ensuring that personal interests does not affect or cloud independent judgment.

Have a working knowledge on the statutory and regulatory requirements affecting the associations and its operations, including the provisions of the Articles of Incorporation, By-Laws, the requirements of the relevant oversight Commission and, where applicable, the requirements of other regulatory agencies having jurisdiction over the network.

Observe confidentiality on information acquired by reason of his/her position as a Trustee.

Share best practices and effective innovations which will assist in scaling up the knowledge and experience base of CCI.

Fosters positive working relationships with members, allies and partners.

Chair a designated portfolio and actively work in at least one Board Committee.

#### **3.2 Governance Responsibilities of the Board**

Develops, adapts as necessary and monitors progress towards vision , mission, and strategic plan, in accordance with the *Constitution*.

Reviews existing policies and monitors their implementation, relevance and appropriateness; When deemed necessary, requests additional policies to be formulated or existing policies to be enhanced and strengthened.

Approves new Policies and changes to existing ones.

Monitors progress and results of programmes, projects and/or initiatives  
Appoints Advisors and members of Board Committees

Appoints the Board Secretary and Treasurer;  
Represents CCI at national, regional or international meetings and events in a manner that is aligned with CCI aims and objectives.

Takes every opportunity to promote CCI with their own partner and allies and with other relevant stakeholders and potential supporters.

Explores ways and recommends means to broaden CCI membership and support base, increase its financial resources and expand its influence with various global and international development partners.

### **3.3 Fiduciary Responsibilities of the Board**

Oversee matters critical to the financial health of the organization such as the viability of its business model, the integrity of its internal systems and controls, and the accuracy of its financial statements.

Ensures that adequate financial and human resources are available to carry out the activities of CCI.

Exercises judicious stewardship of the resources of the organization for the longer run, not just by carefully reviewing annual budgets and evaluating operations but also by encouraging foresight through several budget cycles, considering investments in light of future evolution, and planning for future capital needs.

Approves annual restricted and unrestricted budgets.

Approves and adopts annual auditors' reports.

Appoints external auditors.

Manages the assets and records of CCI.