UICC BOARD OF DIRECTORS

Terms of Reference

Reviewed November 2013

1. Purpose
   The UICC Board of Directors is elected by the General Assembly to provide leadership and strategic direction for all UICC activities.

2. Understanding
   • Board Members are not remunerated.
   • Board Members are required to comply with Board approved Conflict of Interest Guidelines and will disclose annually their professional funding sources and the funding sources of the third parties with which they are affiliated.
   • UICC will reimburse economy travel costs for attendants of Board meetings, if the Board Member’s organisation is not covering these costs.
   • Individually or as a group, Board Members are expected to make themselves available to serve on UICC Board Committees, as UICC spokesperson(s) to media, to make UICC presentations at conferences and meetings, and generally represent UICC to the cancer control community.
   • Board discussion leads to decisions by consensus, occasionally by (majority) voting.
   • The above points apply also to members of all UICC Board Committees.

3. Responsibilities
   Under the guidance of the President

3.1 General
   The Board:
   • Provides leadership and overall direction
   • Sets strategic priorities
   • Monitors and adapts as necessary UICC’s mission, vision and strategic plan in accordance with the Constitution
   • Reviews existing policies and monitors their implementation
   • If deemed necessary, requests additional policies to be formulated
   • Approves new policies and changes to existing ones
   • Appoints Board Committees
     • Receives and adopts legal advice to ensure that UICC’s activities comply with appropriate Swiss and international law
     • Appoints the UICC Chief Executive Officer.

3.2 Finance and Operation
   The Board:
   • Ensures that adequate financial and human resources are available to carry out the activities of UICC
   • Approves annual restricted and unrestricted budgets
   • Adopts annual auditors’ reports
   • Appoints external auditors
   • Manages the assets, business and records of UICC.

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1 Conflict of Interest Policy (Pol. 6)
2 Committees such as Finance, Nominating, Compensation, Policy and others as needed
4. **Strategic Work Plan**  
The Board:
- Approves the CEO’s multi-year Strategic Work Plan
- Receives monitors and adopts programme progress reports.

5. **Membership**  
The Board:
- Is actively involved in the recruitment of new members
- Monitors their satisfaction
- Fosters effective relations with members.

6. **Individual Board Member Obligations**  
Board members:
- Are elected and operate in an individual capacity and not as representatives of their own organisation(s) or of the organisation that nominated them.

**Board members are expected to participate in some or all of the following:**
- To actively work on Board Committees if appointed and having agreed to serve
- To seek and explore ways to increase UICC’s supporter base, its financial resources and to extend its influence at intergovernmental and governmental levels
- To assist in servicing UICC members through a number of personal telephone calls to CEOs or equivalents of specific UICC members in their region
- To volunteer to assist the UICC Head Office teams in the development and implementation of strategic work plans
- To introduce UICC staff to individuals or organisations who may assist in the delivery of UICC’s strategic plans or annual objectives
- To represent UICC at national, regional or international meetings and events in a way that is consistent with UICC’s stated aims and objectives
- To take every opportunity to promote UICC with their own organisations(s) and with others whom they meet in their normal daily activities
- To encourage their own organisation(s) and others to actively promote the World Cancer Declaration through their own documentation and websites etc.
- To seek out best practice and share this information with UICC
- To campaign actively to ensure that annual World Cancer Day activities are as successful as they can possibly be
- To actively promote participation at the UICC General Assembly and the World Cancer Congress.

7. **Functions**
- 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 Members are unable to attend, they should advise the President and Chief Executive Officer in writing. Apologies will be presented at the start of each meeting.

8. **Members and Term of Service**
- Board members are elected by the General Assembly for a two-year term
- Board members are eligible to be re-elected for a further two two-year terms (total maximum of six years service).