



Breast Cancer Network of WNY

Breast Cancer Network of WNY Board of Directors

The Board of Directors is charged with ensuring the organization is consistent with its mission, objectives, and strategic plan and that it is a reliable steward of finances. Key responsibilities of each Board position are:

President

- The President's mission is to lead the Board of Directors in the task of overseeing the organization.
- Chair monthly Board of Directors meetings; prepares agenda including a President's Report containing all matters for discussion
- Recruit committee chairs and nominating committee for new Board members
- Work collaboratively with Executive Director on all programming and finances to ensure BCN meets its mission and goals
- Participate in and/or recruits volunteers for community awareness and fundraising events
- Host and make opening welcome statement at monthly Education Programs and at Education Day
- Serve voluntarily on committees of their choosing
- Represent BCN at selected third-party fundraising events and media opportunities
- Maintain an awareness, through communication with Executive Director, other Board members, and BCN membership, of all BCN activities and issues

Vice President

- Assume all duties of the President when President is absent
- Facilitate the monthly Education Programs including the recruitment, introduction and evaluation of the guest speakers
- Chair the Education Day committee
- Attend BOD meetings as a participatory and voting member
- Be actively involved with financial health and community visibility of BCN
- Assist with fundraising and BCN events as able

Treasurer:

- Prepare and present monthly financial reports at BOD meeting
- Pay invoices using M&T online banking and manual checks
- Enter all financial transactions in Quick Books
- Facilitate annual tax returns and 1099s with outside accountant
- Collaborate with Executive Director on annual budget preparation
- Attend BOD meetings as a participatory and voting member
- Be actively involved with financial health and community visibility of BCN
- Assist with fundraising and BCN events as able

Recording Secretary:

- Record and distribute minutes of monthly BOD meetings
- Set up Zoom meetings
- Act as Parliamentarian at all meetings
- Attend BOD meetings as a participatory and voting member
- Be actively involved with financial health and community visibility of BCN
- Assist with fundraising and BCN events as able

Corresponding Secretary:

- Send out all get well, sympathy, congratulatory correspondence and gifts
- Supervise and facilitate BCN Financial Assistance program
- Attend BOD meetings as a participatory and voting member
- Be actively involved with financial health and community visibility of BCN
- Assist with fundraising and BCN events as able

At Large Board Members

- Attend BOD meetings as a participatory and voting member
- Serve on committees of their choosing
- Be actively involved with financial health and community visibility of BCN
- Assist with fundraising and BCN events as able