



# The Oladele Foundation

## **ROLES AND RESPONSIBILITIES OF BOARD MEMBERS AND COMMITTEE MEMBERS**

The Oladele Foundation through the African Cancer Support Group provides culturally appropriate support services and bridges the gap between the hospital, cancer patients, survivors and caregivers.

This is a non-paid volunteering position. We require 80% attendance. The Board meets 6 times a year. Thank you for your time and participation.

Please complete the [Board Member And Committee Form](#) below to indicate which role(s) you are interested in. Note: Where multiple people select the same role, we will contact everyone to discuss the assignment or an alternate assignment; roles can overlap, and one person can support in multiple roles.

### **BOARD CHAIR (1)**

- Overseeing the entire operation of the Organization.
- Providing strategic plans and execution of the vision, mission, and values of the Organization.
- Serving as the quality assurance operational manager of the Organization.
- Giving administrative coverage for all Directors and Committees.

- Receiving progressive and situational reports from all Directors and committees
- Discovering and linking external partnership and government opportunities for the Organization.

### **MEMBERSHIP DIRECTOR (1)**

- Overseeing membership in the organization.
- Determining and upholding the organization's mission.
- Maintaining membership.
- Collecting and collating feedback from committees and members.
- Keeping records of members and activities of the Organization towards members.
- Overseeing Follow-up Committee.

### **FUND DEVELOPMENT DIRECTOR (1)**

- Providing financial oversight
- Relating to fund development, fund stability, community engagement, marketing, and communications.
- Developing and implementing annual strategies to secure funding (grants, sponsorship, donations, gifts, fundraising and other revenues).
- Researching any available grants for non-profit organizations.
- Developing and maintaining positive relationships with current donors and sponsors; and engaging new donors and sponsors.
- Maintaining records of donors/sponsors and fund applications.
- Creating activities to draw potential donors and sponsors.
- Representing the organization at programs, events, and meetings with current and potential funding partners.
- Filing returns, taxes and other accounting requirements appropriately and consistently.

## **PROGRAM DIRECTOR (1)**

- Overseeing the activities of Program Committee.
- Conducting strategic planning towards the programs of the Organization.
- Monitoring programs and services.
- Spearheading strategic, long-term and short-term planning for programmatic growth and impact.
- Overseeing the design, implementation, evaluation, and growth of all programs to ensure quality, sustainability, and responsiveness to community and organizational needs.
- Ensuring the functionality of the roles and responsibilities of Program Committee.

## **EVENTS DIRECTOR (1)**

- Overseeing the activities of Events Committee.
- Conducting strategic planning towards the Events of the Organization.
- Overseeing the design, implementation, evaluation, and growth of all events to ensure quality, sustainability, and responsiveness to community and organizational needs.
- Ensuring the functionality of the roles and responsibilities of Event Committee.

## **COMMUNITY ENGAGEMENT DIRECTOR (1)**

- Providing a caring community for the members and the Organization.
- Enhancing public image.
- Organizing programs.
- Advocating the interest of the Organization among members and the public.
- Engaging the community in gainful, informative, educative, and fun activities.

- Paying attention to local news and other information that affects the community in relation to the Organization values, mission and interest.
- Engaging the members and the community in advancing the vision, values and services of the Organization.
- Liaising and reaching out to the community, Churches, Associations, Corporations, Organizations, businesses, and partners.
- Encouraging partnership with others who can make the work of the Organization smoother and the services accessible.
- Providing presentations at programs/events that will be informative and educative, and about the Organization.
- Identifying potential speakers for educational awareness
- Communicating updates, news, opportunities, and program changes.
- Identifying potential grants and fundraising activities for the organization
- Identifying potential collaboration with similar organizations – cancer support groups.
- Helping with program planning & execution.
- Developing partnerships with government and NGO agencies to fund training or re-training.
- Independently work on several projects concurrently, with excellent communication, organizational and creative thinking skills.
- Developing, implementing and evaluating events and project plans.
- Performing general office administrative tasks and supportive duties.
- Reporting to the Executive Director on the activities of the organization.
- Contacting and connecting with new and old members via phone, and email.
- Collaborating with the planning team, ensure programs are followed and updated accordingly.

### **LEGAL DIRECTOR (1)**

- Ensuring legal integrity and accountability.
- Offering advice on making legal or ethical decisions.
- Advocating for the Organization.

- Ensuring Organizational compliances on legal matters and strategic operations.
- Upholding and ensuring the compliance of personal and work ethics in the entire Organization.

### **EDUCATION DIRECTOR (1)**

- Organizing informative and educative lectures and workshops for the members, the community and the Organization.
- Coming up with topics and speakers for educational outreaches.
- Designing pamphlets for awareness and education of members and the public.
- Participating in writing papers/books for the Organization.

### **COMMUNICATION DIRECTOR**

- Responsible for the work of social media and Communications Committee.
- Overseeing and guiding the production of media contents, newsletter, website, and social media.

**BOARD & COMMITTEE FORM:** <https://forms.office.com/r/VsgxzYmCSH>

# COMMITTEES

## FUNDRAISING COMMITTEE (2)

- Working in consonance with/reporting to the Fund Development Director.
- Finding, creating, and implementing fundraising opportunities.
- Overseeing and directing fundraising activities.
- Providing written reports to the full Board of Directors of any activities undertaken, meetings held, or discussions that have occurred.
- Providing an annual fundraising plan.
- Planning a budget and helping to service it.
- Serving as advisory committee on fundraising for the Board.
- Brainstorming ideas on fundraising.
- Planning fundraising events.
- Searching for and securing grants and funds for the Organization.

## PROGRAM COMMITTEE (2)

- Planning, creating, implementing, and executing programs.
- Providing leadership and services during programs.
- Finding speakers for meetings and programs.
- Identifying and organizing conferences, programs that could be of benefit to the Organization.
- Making decisions regarding budgets, production, venues, catering, hotels, accommodation, logistics, and speakers.
- Deciding campaign strategies and actions.
- Providing feedback and strategic planning.
- Liaising with other committees to plan and execute their various programs.

## **EVENT COMMITTEE (2)**

- Organizing annual events and end of the year activities.
- Brainstorming on possible events to be organized.
- Organizing special events (such as Survivor Day, Retreat, etc.).
- Searching and contacting speakers for events.
- Seeing to the securing and setting of the venue for events.
- Identifying and organizing conferences and events that could be of benefit to the Organization.
- Making decisions regarding budgets, production, venues, catering, hotels, accommodation, logistics, and speakers.

## **COMMUNITY ENGAGEMENT COMMITTEE (2)**

- Collaborating with and reporting to the Community Engagement Director in fulfilling the tasks of the portfolio.

## **FOLLOW-UP COMMITTEE (4)**

- Strengthening relationship of the Organization with members.
- Keeping track of the population growth of the members.
- Providing social care and community service.
- Checking the pulse of members to determine where they need help and assistance.
- Ensuring members are up to date with their treatment and healthy living.
- Giving encouragement to the members.
- Enabling contact with the members.
- Providing physical support to members.
- Providing feedback to the Board.
- Making follow-up phone calls and sending text messages and emails to members.
- Ensuring members are satisfied with the services they receive.

- Gathering feedback from members and relaying the same to the Membership Director.
- Welcoming new members and giving them orientation about the values, mission, and services of the Organization.
- Helping in training volunteers

### **SUPPORT COMMITTEE (5) - 2 GROUPS**

- Creating an atmosphere of betterment, hopefulness, and togetherness for members and the Organization.
- Creating the awareness that community is stronger than cancer.
- Providing supports to the Organization and to the members.
- Offering help to members and the Organization.
- Coordinating and supporting the flow of information and communication between committees and members.
- Giving helping hands to committees and implementation of programs and events.
- Checking with members on cravings.
- Organizing with caterers, cleaners, and therapists.
- Helping with meal delivery.
- Monitoring and ensuring house cleaning services are done diligently.
- Helping in monitoring complementary therapy.
- Reporting to the Membership Director.

### **SOCIAL MEDIA & COMMUNICATION COMMITTEE**

- Creating brand for the Organization through social media.
- Writing, producing and promoting contents – website & social media, newsletters, members video production, members profile on newsletters.
- Showcasing the activities of the Organization, and making it go viral.
- Building more personal connections with targeted audiences at scale.
- Ensuring information and awareness reaches targeted people in record time.



- Sharing information about the work, services and activities of the Organization.
- Interacting with public audience via social media.
- Analyzing data pertaining to members, organization, government, and operation of the Organization.
- Communicating strategy consistent with the goals of the Organization.
- Reporting to the Communications Director.

### **HUMAN RESOURCES (HR)**

- Serving as the think-tank for the need and recruitment of personnel.
- Advertising and scouting for potential personnel and volunteers to join the operations of the Organization.
- Ensuring quality assurance for every individual in the Organization.
- Giving valuable advice and opinion on the welfare of staff.

### **PRAYER COMMITTEE**

- Creating a platform to meet the spiritual needs of the members and the Organization.
- Organizing Prayer Conferences as needed in the Organization.
- Providing spiritual community to support members and the work of the Organization.
- Providing Pastoral and Spiritual counselling and support.
- Contributing to opinion forming and decision making as touching the care for members and the Organization.
- Keeping steady and necessary records of activities in order to ensure continuity and accountability.

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