



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

- Overseeing membership process in the organization.
- Determining and upholding the organization's mission.
- Organize and lead membership committee.
- Oversees the development and maintenance of membership databases
- Analyzes membership data to identify trends and make recommendations for improvements
- In collaboration with the admin and social media manager, develops member communications, including newsletters, e-communications, and website content.
- Organize a support team and ensure new & existing members are followed up as at when due.
- Work with the Board of Directors and closely with the Executive Director
- Where possible manages member events and programs, including conferences, and webinars
- Collaborates with other board of directors to develop outreach strategies
- Serves as the primary point of contact for members, responding to inquiries and resolving issues.
- Maintains knowledge of industry trends and best practices in membership management.
- Keeps abreast of changes in technology that can impact membership operations.
- Attend 80% of board meetings (meetings are held first Saturday or every other month)

FUNDRAISING DIRECTOR (1)

- Providing financial oversight
- Strategically plan fund development and fund stability for the organization.
- 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.
- In collaboration with the Executive Director, maintaining records of donors/sponsors and fund applications.
- Where possible, represent the organization at programs, events, and meetings with current and potential funding partners.
- Lead fundraising committee.
- Ensuring that the organization meets its financial goals.
- Keeping abreast of changes in legislation that may affect fundraising activities or operations.
- Work in collaboration with the Board of Directors, and closely with the Executive Director.
- The position reports to the president.

PROGRAM & EVENTS DIRECTOR (1)

- Overseeing the activities of Program Committee.
- Conducting strategic planning towards the programs of the Organization.
- Monitoring programs and services.
- Organizing informative and educative lectures and workshops for the members, the community and the Organization.
- 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.

SECRETARY (1)

- Attend all Board meetings and keep accurate minutes of meeting
- Forward minutes to the President for accuracy and approval seven (7) days after a meeting.
- Distribute minutes to members once received and approval back from the President.
- Resend last minutes with the agenda for the next meeting two weeks before the meeting.
- Maintain the board's records and ensure effective management of the organization's records.
- Ensure minutes are distributed to members promptly (10 days after the meeting, any changes should be identified and approved).
- Follow up with any paperwork and/or legal documents applicable to the organization.
- In conjunction with the president, prepares agenda for meetings
- Actively participate in all foundation's programs and activities
- Shall work closely with the President
- Shall work with other board members
- Follow up on action items and decisions made during meetings.
- Participate in the organization's activities, including assisting with organizing events, conferences, social functions, etc
- Maintains knowledge of industry trends and best practices in the secretarial world.

- Keeps abreast of changes in technology that can impact the organization's operations.
- And other duties

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.

POLICY AND STRATEGIC DIRECTOR (1)

- Develop and oversee strategic plans to advance the foundation's mission and ensure long-term sustainability.
- Research and draft policies that support culturally appropriate cancer care, mental health support, and advocacy for African, Caribbean, and Black communities in Canada.
- Work closely with the President and Board to align strategic goals with the foundation's operations and programs.
- Support grant applications and funding proposals by providing policy insights and strategic guidance.
- Ensure the foundation remains compliant with regulations and best practices in nonprofit governance.
- Provide guidance to board members, staff, and volunteers on strategic initiatives and policy matters.
- Follow up on key action items, decisions, and commitments made during board meetings.

- Stay informed on industry trends, best practices, and technological advancements relevant to nonprofit policy and strategy.
- Perform other duties as required to support the foundation's mission and impact.

COMMUNITY ENGAGEMENT DIRECTOR (1)

- Develop and implement strategies to strengthen community engagement and increase awareness of the foundation's programs.
- Build and maintain relationships with community members, stakeholders, and partner organizations to foster collaboration.
- Organize and coordinate outreach activities, events, and workshops to engage cancer patients, survivors, caregivers, and the general public.
- Represent the foundation at community events, meetings, and forums to promote its mission and services.
- Work closely with the President and Board to align community engagement efforts with the foundation's strategic goals.
- Gather feedback from the community to assess the impact of programs and identify areas for improvement.
- Track and report on community engagement activities, participation rates, and overall impact.
- Stay informed on best practices in community engagement and nonprofit outreach.
- Perform other duties as needed to enhance the foundation's community presence and impact.

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

COMMITTEES

FUNDRAISING COMMITTEE (2)

- Working in consonance with/reporting to the Fundraising 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 & EVENTS 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.

- 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

MEMBERSHIP 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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