



# CUTANEOUS LYMPHOMA FOUNDATION

## **We are looking for people who would like to join the Cutaneous Lymphoma Foundation Board of Directors!**

### **Who would be an ideal Cutaneous Lymphoma Foundation Board member?**

We are looking for people of all ages and from different backgrounds who...

- have a passion for our cause and are strongly committed to helping the Foundation succeed in delivering on our mission.
- understand what's involved in governing a non-profit organization like the Cutaneous Lymphoma Foundation.
- are willing to dedicate the time needed to help govern the Foundation.
- have some knowledge about cutaneous lymphoma and how healthcare systems work.
- are team players who can collaborate with other board members to ensure effective governance of the Foundation.

We are especially interested in having board members who...

- are living with cutaneous lymphoma or a care partner of someone with cutaneous lymphoma.
- have experience in one or more of the following: fundraising, public policy, biotech, research or medical background, technology, social media communications, data analysis/data management, nonprofit volunteer service or nonprofit board experience, or international healthcare knowledge.
- have some previous board membership experience.

### **What are our Board's role and responsibilities?**

The Board is responsible for the Foundation's governance and defining our strategic direction. The Board closely monitors the Foundation's programs and services to ensure that they are aligned with our mission and provides oversight to make sure that everything we do is in keeping with relevant laws. A key board responsibility is to safeguard the Foundation's financial health and ensure that we have sufficient funds to succeed. The Board works in close partnership with our CEO to ensure that we deliver as much value as possible for people with cutaneous lymphoma and their care partners.

### **What is the expected investment by our Board members?**

We expect our Board members to give sufficient time to the Foundation including:

- preparing for and attending up to three virtual board meetings and one in-person meeting per year.

- being highly responsive and providing Foundation staff with feedback in a timely manner.
- taking part in board committees as a chair or a member.
- acting as an ambassador for the Foundation.

In addition, we expect board members to go the extra mile for people with cutaneous lymphoma by being an active participant at board meetings and ensuring that decisions are taken with their interest in mind. We also encourage board members to use their personal and professional resources to advance the Foundation's mission.

Our Board members are not remunerated; however, any expenses involved in board membership is covered by the Foundation.

### **What do you need to do if you are interested in joining the Cutaneous Lymphoma Foundation Board?**

Please send a CV and a one-page cover letter explaining why you want to be a board member and what special knowledge and skills you would bring to the Board to: [office@clfoundation.org](mailto:office@clfoundation.org)

The closing date for expressions of interest to join the Board is **February 28, 2025**.

The Board will create a shortlist of candidates for board membership and hold interviews with everyone on the shortlist throughout the month of March 2025.

Final decisions will be made in April. Successful candidates will be invited to join the Board and all of those who accept will receive comprehensive orientation to enable them to be effective board members. The new Board Member orientation will be held in-person in Detroit, Michigan on Friday, June 27, 2025 followed by the annual Board Retreat on Saturday, June 28 and Sunday, June 29, 2025. All new Board members are required to attend the orientation and Board Retreat in person. All travel expenses will be reimbursed.