

Digestive Cancers Europe Board Members Handbook

**DiCE is looking for individuals who can invest time to
The Organisation and bring their unique skills set to
the collective work.**

Will it be you?!

In October 2018, three co-founders (Jola Gore Booth, Eric Van Cutsem and Stefan Gijssels) established Digestive Cancers Europe. The first elections for Board Members were held in June 2019, where four Board Members coming from DiCE Full Member Organisations were chosen for the period of three years.

The current DiCE Board and the CEO encourage warmly all DiCE Full Member Organisations to reflect on nominating an appropriate representative to stand for Board elections at our forthcoming Annual General Meeting (June 2022).

Member Organisations wishing to nominate a Board representative are requested to read the following information on what this post involves.

The role of Board Members, which is essentially strategic rather than operational, is outlined below.

General Responsibilities of DiCE Board Members

- Review Board agenda and supporting papers to provide comments, suggestions and approval at the Board meeting;
- Advise on engagement of DiCE in EU projects based on agreed criteria;
- Contribute to and review annual work plan and annual report;
- Provide support in crisis scenario and risk management;
- Respond to ad hoc written or telephone consultation from either the Chair or the CEO on Board matters;
- Act as DiCE ambassador at occasional conferences and meetings in areas of key interest/expertise supported by the secretariat;
- Prepare and attend General Assembly;
- Support Treasurer and CEO on finance issues and where possible.

DiCE Board Members Profile

- **Legitimacy:** to be eligible as a candidate, you need to either be an individual from a DiCE Full Member Organisation or to be proposed by the Founding Members or the Patient/Medical/Research Advisory Committee.
- **Knowledge of the cancer patient community.**
- **Commitment:** we are looking for committed candidates who are willing to take the work of DiCE forward. Candidates should be ready to contribute with time and ideas.
- **Expertise:** DiCE recognises the need for multidisciplinary skills within its Board. We are therefore looking for candidates with varied expertise and skills. We strongly encourage individuals with a specialised background to apply and highlight their expertise in their application.

Time Involvement

The estimated time investment for Board Members is between 10- 15 days per year, with 4 to 6 Board meetings a year. Meetings are held mostly on-line via Zoom, often outside of working hours and in C.E.T time zone (Brussels time). There may be potential travels, which would take place in compliance with the applicable sanitary measures.

It is an unpaid post but travel and subsistence expenses to undertake Board business are covered by DiCE.

Other Important Information:

Board meetings are conducted in English and documentation is produced in English.

The Decalogue for Aspiring Board Members

To serve as a DiCE Board Member we ask you to:

1. Believe in the Values, Mission and Vision of the Organisation (Appendix A) and be an active advocate and ambassador of these
2. Drive forward the Mission and Vision of the Organisation with strategic thinking and networking activities
3. Be open-minded and constructive
4. Show courtesy and respect for the other Board members and DiCE team
5. Act in a positive way that contributes to the effective operation of the Board
6. Inspire the current and future activities of the organization and show willingness to support the DiCE team to achieve them
7. See yourself as having a meaningful impact on the Board and on the organization, by providing strategic direction to the activities and future of DiCE

8. Focus on the good of the organisation, independent of personal agendas, self-interest, or influence of others
9. Trust you can help build a good DiCE culture, within DiCE and among all Member Organisations
10. Be willing to dedicate a number of your personal hours on a quarterly basis and without remuneration to prepare for the different Board meetings, by reviewing materials and sitting at the meetings, offering your insight and expert opinion

Benefits of being a DiCE Board Member

- Helping you gain a European perspective on the topics that are relevant for you
- Having the opportunity to represent digestive cancer community at various events
- Participate in European projects
- Help us influence (shape) European policies
- Network with likeminded people

To apply please fill in the nomination form and send it to Ghislaine Gerbier

(ghislaine@digestivecancers.eu) **by 10 June 2022.**

We will be in contact with you shortly regarding the next steps. We look forward to receiving your application!

Appendix A

Our Mission & Vision

Mission

To increase overall survival and save 280.000 lives by 2030 through the adoption of current best practices, thereby significantly improving the quality of life of both patients and their carers.



Vision

To contribute to **early diagnosis** and **decreased mortality** from digestive cancers and to **an increase of overall survival and quality of life**.

Values (in alphabetical order)

SUGGESTED:

CARING by listening to and fulfilling the needs of our MOs, patients and carers

COLLABORATION by closely working with MOs, other NGOs, partners, medical community and other stakeholder groups

EMPOWERMENT of our Community (MOs, patients, HCPs, other NGOs and sectors)

EXCELLENCE by doing things to the best of our abilities

INTEGRITY to conduct the activities in a way that is honest, transparent and ethical

RESPECT by including everyone in the conversation, recognising all efforts and accepting any limitations