



Executive director's report Jan Foubert

Advisory council meeting
Saturday 17 November 2007



Job Summary

- A part time post providing **leadership, management and strategic direction** for all **financial resources and promotion** of the society. **Comprising organisational services, implementing strategy and financial and accounting services.** As a member of the senior management team, the post holder will be **accountable for financial information and direction** to enable the President, President elect, Treasurer and Executive board **to maintain a financially viable position** for the society.

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Responsibilities:

- **Organisational services**
 - **Accountable for employment and personnel management of EONS staff.**
 - **Establishing effective internal audit mechanisms.**
 - **Responsible for ensuring compliance with charity regulatory requirements.**
 - **To assist the President and other officers in representing the society to the press and other cancer societies.**
 - **Responsible for developing and maintaining professional partnerships with key stakeholders.**

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Examples of organisational responsibilities

- **Evaluation procedure for EONS staff.**
- **Job description for EONS treasurer and EONS secretary.**
- **Risk management and SOP.**
- **Contact with EU MEP and patient groups.**
- **Contact for questions that needs specific answers.**
- **Representation of EONS (Netherlands and Hungary).**

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Implementing strategy

- **Responsible for implementing the strategic direction of the society as determined by the Executive board.**
- **Responsible for maintaining a sustainable organisation in terms of participation, staff, income, public profile and reputation.**
- **The executive director can contract in outside help within a budget framework signed off by the Executive board.**

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Implementing strategy : examples

- **BID procedure EONS 2010.**
- **Research Grants – procedure and awareness.**
- **Explore new possible partnerships and projects with the industry.**
- **CARE strategy : further development.**
- **New tasks will depend on the strategy of the current board.**

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Financial and accounting services

- **Responsible for ensuring accounting standards are adhered to.**
- **Responsible for financial procedures and reporting systems and ensuring conformance to agreed processes.**
- **Responsible for the production of budgets and financial reports.**

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Financial and accounting services

- **To explore opportunities for the development and generation of additional sources of funding for the society.**
- **Responsible for producing the annual accounts in conjunction with the auditors and Treasurer.**
- **Responsible for adhering to financial delegated authorities as defined by the President and executive board members.**
- **Advising the President and Executive board on financial issues.**

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Financial and accounting services: examples

- **Annual return charity commission 2007.**
- **Monthly status spring convention 2008.**
- **Financial report for GA and AC and BM.**
- **Active in the search for sponsoring.**
- **Project budget planning as requested.**
- **Advice where requested.**
- **President's report.**
- **Membership and advertisement.**

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General activities

- **Weekly contacts with the EONS secretariat and the ECCO (former FECS) staff.**
- **Weekly contact with the EONS president.**
- **Contacts with board members when needed.**
- **Regular TC and contact with sponsors.**
- **Daily email contact (about 100 emails a day).**

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Activities in relation to communication

- **Editor in chief of EONS newsletter.**
- **Preparation of membership 2008 (all kind of).**
- **Direct contact between ECCO staff and EONS.**
- **Direct contact with legal authorities.**
- **Direct contact between sponsors and EONS.**
- **Development of EONS house style.**

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General responsibilities

- **To contribute to the Executive board in all matters with particular reference to the areas covered in the job description.**
- **As a member of the EONS team to support public and professional awareness and fund raising events as required.**
- **To undertake any other duties or general tasks and hours of work as may be reasonably required to work in other locations within the European community.**

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Final remarks

- **Contract of one year (ends march 2008).**
- **Financial implications: minimal due to money of the FECS special fund (additional profits ECCO 13 for society related activities)**
- **Personality of the executive director ?**

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