

Executive director's report

Jan Foubert

Advisory council meeting
Saturday 22nd November 2008



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.





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.





Examples of organisational responsibilities

- Risk management and SOP.
- Contact with EU MEP and patient groups.
- First contact with Industry.
- Set up of projects.
- Contact for questions that needs specific answers.
- Representation of EONS (UICC, ISNCC, local meetings).



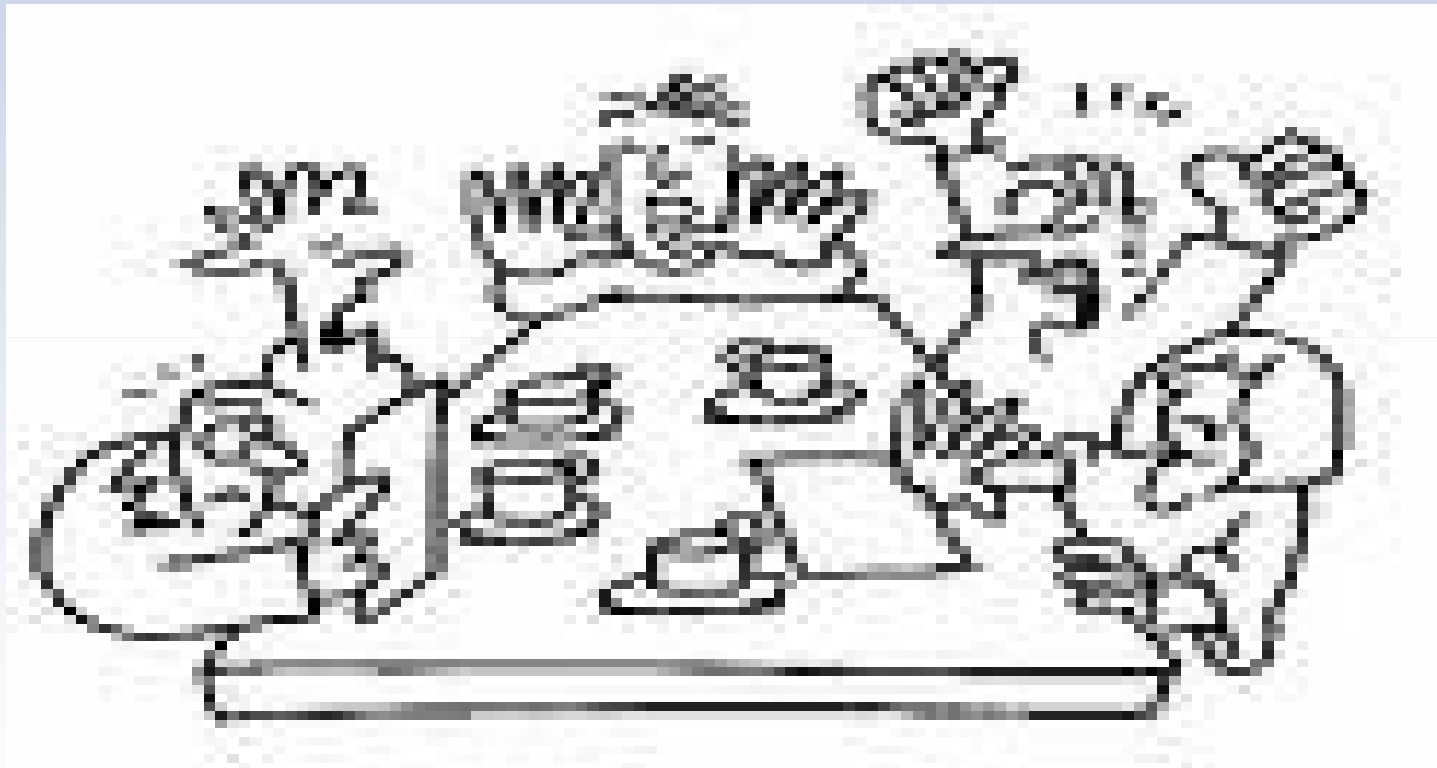


Implementing strategy

- 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.



Meetings



Implementing strategy : examples

- First draft of SOP EONS 2010.
- Research Grants – help with procedure and awareness.
- Explore new possible partnerships and projects with the industry (GSK, WEYTH).
- CARE strategy : further development.
- New tasks will depend on the strategy of the current board.





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.



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.



Financial and accounting services: examples

- Annual return charity commission 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.

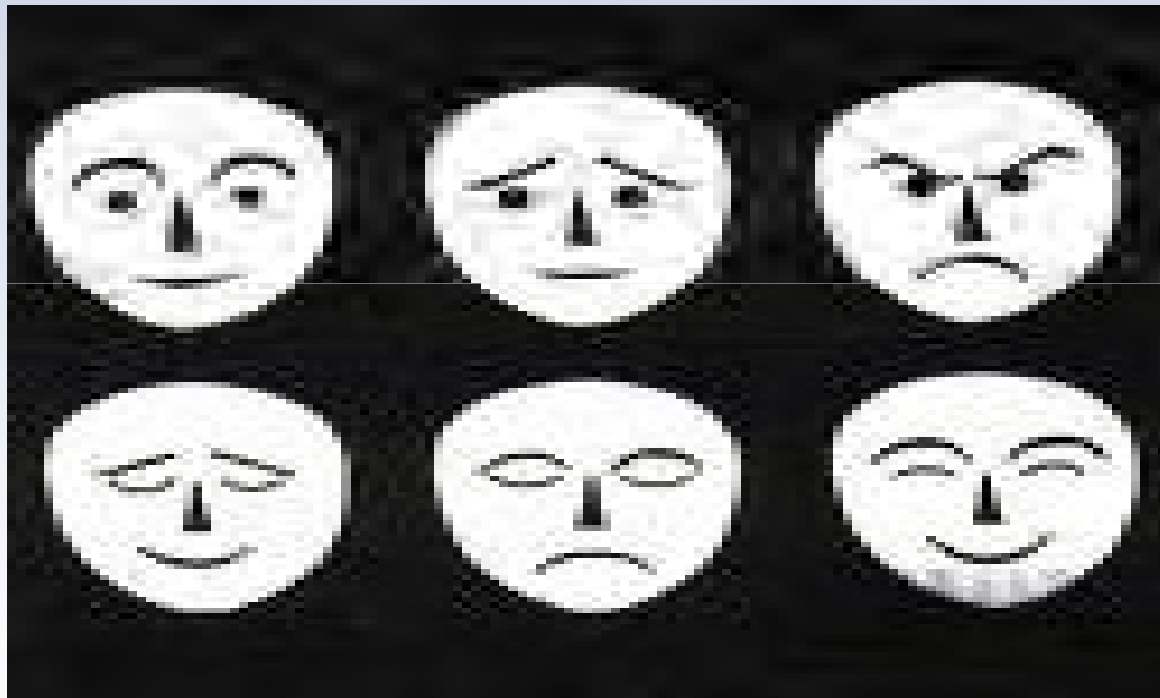


General activities

- Weekly contacts with the EONS secretariat and regular contact with the ECCO 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).



Daily life



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.



Communications



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.



Working together



Final remarks

- **It was a challenge to do this job.**
- **It was a pleasure to do this job.**
- **It learned a lot during my time with EONS.**
- **EONS is ready for a bright future.**
- **EONS should stay awake.**



