

Saskatchewan Cancer Agency Board of Directors Job Description

Who Are We?

The Saskatchewan Cancer Agency is a provincial healthcare organization with a legislated mandate to provide cancer control for approximately 1.17 million people in the province.

The Cancer Agency has a long history of providing cancer control since 1930. With approximately more than 850 employees at the Cancer Agency, we have a large team with expertise in different fields related to cancer control and each staff member is committed to providing clients, patients and families with safe, quality treatment, innovative research, early detection and prevention programs. Our employees are also committed to continuously improving our delivery of programs and services.

The Cancer Agency is subject to or governed by provincial legislations of *The Cancer Agency Act*, *The Health Information Protection Act*, *The Local Authority Freedom of Information and Protection of Privacy Act* and *The Provincial Health Authority Act*.

There are two treatment centres through the Allan Blair Cancer Centre in Regina and the Saskatoon Cancer Centre. These centres are housed in the host hospitals of the Pasqua Hospital in Regina and the Royal University Hospital in Saskatoon. There is a cancer patient lodge in close proximity to both cancer centres, and an off-site location in both Regina and Saskatoon that provide client services such as early detection, hematology, as well as corporate services such as HR, IT, administration, etc.

Our Mission

To provide leadership in health promotion, early detection, treatment and research for cancer.

Our Vision

A healthy population free from cancer.

Our Values

Our values describe our beliefs in providing our programs and services, and reinforce the behaviours that support our beliefs. Adhering to our values reinforces the integrity of our service and builds confidence in all those who use our services.

- Courage
- Integrity
- Vision-driven
- Innovation
- Collaboration

Strategic Plan

The Cancer Agency's strategic plan reflects our values as we work together to fulfill our goals.

Duties and Responsibilities

The Board of Directors is responsible for the governance of the Cancer Agency. While day-to-day operations are led by the President and Chief Executive Officer, the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is critical. General responsibilities include:

- Oversee and approve the overall strategic direction and strategic framework for the Cancer Agency including Vision, Mission and Values;
 - Oversee the financial management and reporting of the Cancer Agency including approval of the annual budget and audited reports;
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- Establish and maintain relationships with key stakeholders such as the Patient and Family Advisory Council, Cancer Foundation of Saskatchewan, Saskatchewan Health Authority and other provincial health care partners;
- Represent the interest of the residents of Saskatchewan rather than specific interests of any individual or organization;
- Preparation for meetings by reading agendas, minutes, reports and supporting materials is required to actively participate in board and committee meetings;
- Recruit, hire and set performance expectations and objectives for the President and Chief Executive Officer;
- Ensure the Cancer Agency is complying with all legal and regulatory requirements;
- Participate as a member on at least one standing board committee;
- Represent and act as an ambassador for the Cancer Agency;
- Avoid any potential conflicts of interest; and
- Understand and maintain confidentiality.

Expectations and Qualifications

This is an extraordinary opportunity for an individual who is passionate about the Cancer Agency's mission and who has a track record of board leadership. Selected Board Members are expected to possess attributes such as high integrity, team player, strong reasoning skills, ability to think and act independently and strong network of community contacts. We hope to recruit candidates representing the linguistic, gender, age, and cultural diversity of our province.

Ideal candidates will have skills in one or more of the following areas:

- Extensive board directorship and health care services knowledge;
- Significant experience or understanding in business, financial leadership, and governance;
- Knowledge of executive management, quality improvement, human resources, information technology, legal, fundraising, strategic planning, enterprise risk management and project management.

Term

In accordance with *The Cancer Agency Act and Regulations*, the Lieutenant Governor in Council appoints the members of the Board through Order-in-Council. Cancer Agency Board Members hold office for a term of not more than three years and thereafter until the member is reappointed or a successor is appointed.

Commitment

- Attend approximately 9 Board related meetings per year including regular Board meetings, generative meetings, strategic plan update meetings and a Board education day (full day)
- Attend standing committees (as required)
- Attend and support the Cancer Agency events (as required)

Standing Committees of the Board

- Finance and Audit
- Governance and Human Resources
- Quality, Safety and Risk
- Special Committees (as required)

For more information, please visit the Saskatchewan Cancer Agency website at www.saskcancer.ca or contact the Corporate Secretary at (639) 625-2001 or board@saskcancer.ca