

Run for the Cure Committee

Terms of Reference

Purpose Statement

- 1.0 This is a Committee of the Board of Directors that promotes, co-ordinates, and oversees HSA activities associated with the annual Canadian Breast Cancer Foundation Run for the Cure fund-raising event.
- 2.0 The Committee raises awareness of HSA and the important work HSA members do in the diagnosis, treatment, and rehabilitation of breast cancer patients.
- 3.0 The Committee encourages member participation in the annual Run for the Cure.
- 4.0 The Committee ensures that HSA's sponsorship of the Canadian Breast Cancer Foundation Run for the Cure matches the level approved by members at Convention.
- 5.0 The Committee may participate in other Canadian Breast Cancer Foundation-related activities as directed by the Board.

Reporting Relationships

- 1.0 The Committee reports to the Board of Directors, by providing regular reports to the Board.
- 2.0 The Committee reports to the HSA membership, by providing a written report of its activities in HSA's Annual Report, and by giving a verbal report at Convention.

Membership

- 1.0 The Committee is comprised of:
 - 1.1 Two Directors
 - 1.2 President (ex officio)
 - 1.3 Three Members-at-Large

Staff Support

- 1.0 One (1) staff member is assigned as non-voting staff support to the Committee.

Membership Term

- 1.0 The Committee term is one (1) year, ending at the conclusion of the first meeting of the Board of Directors following Convention. Continuity is a criterion considered when establishing the Committee.

Chair

- 1.0 The Chair is selected by the Board of Directors.

Chair's Responsibilities

The Chair shall:

- 1.0 Set the agenda; distribute and review minutes; set meeting dates; and adhere to HSA policies.
- 2.0 Ensure liaison between HSA and the BC-Yukon Chapter, Canadian Breast Cancer Foundation is maintained for the purposes of coordinating HSA's involvement in the Run for the Cure.
- 3.0 Submit "committee support" budget requests to the Director of Strategic Communications and Member Development in accordance with the timelines provided by the Finance Committee.
- 4.0 Monitor and manage the committee meeting budget.
- 5.0 Conduct and facilitate committee meetings.
- 6.0 Ensure the Committee's Convention report is developed to reflect the Committee's work within the framework and deadlines provided.
- 7.0 Recommend to the Board of Directors the continued support or non-support of the Run for the Cure as a tool to increase the awareness of HSA.
- 8.0 Ensure the Finance Committee allocates the designated funds to the Run for the Cure during budget development.
- 9.0 Ensure the Committee goals, objectives and purposes are fulfilled.

Staff Resources

- 1.0 The staff member assigned to the Committee:
 - 1.1 Provides administrative support to the Chair and the work of the Committee;
 - 1.2 Liaises with staff for input and implementation of Committee work as required;
 - 1.3 Informs the Committee Chair of Canadian Breast Cancer Foundation sponsor recognition events in order to ensure HSA's presence.
 - 1.4 Liaises with the BC Yukon Chapter to coordinate HSA's involvement in the Run for the Cure.
- 2.0 Communications staff as assigned shall:
 - 2.1 Provide editorial assistance;
 - 2.2 Review reports and presentations to Convention or other events in accordance with the template and time limits established by the Board of Directors.

Distribution of Minutes

- 1.0 Committee minutes are distributed to Committee members and the *HSA* President.

Frequency of Meetings

- 1.0 Meetings are at the call of the Chair but are held at least 3 times a year.

Goals

The Committee shall:

- 1.0 Develop and recommend strategies for increasing members' awareness about the importance and relevance of participating in the Run for the Cure.
- 2.0 Monitor the use of HSA's donation to the Canadian Breast Cancer Foundation to ensure that the funds are used for research or education purposes and where possible, encourage CBCF that these efforts are conducted in unionized work environments.
- 3.0 Identify Run for the Cure related issues and make recommendations to the Board of Directors with respect to HSA policies and programs.
- 4.0 Oversee the implementation of Run for the Cure-related resolutions passed at the HSA annual Convention as assigned by the Board of Directors.
- 5.0 Develop an annual work plan.
- 6.0 Conduct a year-end evaluation and transition report.

Objectives

The objectives of the Committee are to:

- 1.0 Evaluate and recommend to the Board of Directors HSA's continued participation in maintaining the silver level sponsorship of the Run for the Cure event at least every five years.
- 2.0 Encourage HSA member participation in the annual Run for the Cure, thereby increasing individual donations to the Canadian Breast Cancer Foundation.
- 3.0 Review and revise processes and forms used by the Committee.
- 4.0 Contribute articles to the HSA Report.
- 5.0 Recommend to the Board other Canadian Breast Cancer Foundation-related activities.

Approved by BOD: November 5, 2008

