



**Patient & Caregiver Action Committee
Volunteer Job Description & Application**

Job Title:	Patient and Caregiver Action Committee	Job Category:	Volunteer Committee
Department/Group:	Executive/Administration	Job Code/ Req#:	PCA003
Location:	Virtual	Travel Required:	Restricted due to COVID-19
Level/Salary Range:	Volunteer Position	Position Type:	Volunteer Part-Time
HR Contact:	Karen Marshall	Date Posted:	01/12/2021
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	06/01/2021
Applications Accepted By:			
EMAIL: KarenM.CEF@gmail.com Subject Line: PCAC Application		MAIL: Cauda Equina Foundation, Inc. C/O Amanda Proctor P.O. Box 381 Howey in the Hills, Florida 34737, USA	
External Posting: www.CaudaEquinaFoundation.org			



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ROLE AND RESPONSIBILITIES

Cauda Equina Foundation, Inc. is a 501(c)3 charitable nonprofit that serves to improve the quality of life and care for individuals living with cauda equina syndrome. Our Patient and Caregiver Action Committee lead the way to achieving our mission.

- Take care of the organization by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance the nonprofit's effectiveness and sustainability. (legal "Duty of due care")
- Make decisions in the best interest of the nonprofit corporation; not in his or her self-interest. (legal "Duty of loyalty")
- Ensure that the nonprofit obeys applicable laws and acts in accordance with ethical practices; that the nonprofit adheres to its stated corporate purposes, and that its activities advance its mission. (legal "Duty of obedience")
- Serving as a trusted advisor to the foundation as it develops and implements the strategic plan
- Reviewing outcomes and metrics created by Cauda Equina Foundation for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Reviewing the annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Assisting the CEO and Board Chair in identifying and recruiting other Board or Committee Members
- Partnering with the foundation staff volunteers to ensure that board resolutions are carried out
- Serving on task forces and taking on special assignments
- Representing Cauda Equina Foundation to stakeholders; acting as an ambassador for the organization and its mission
- Ensuring Cauda Equina Foundation's commitment to a diverse board and staff that reflects the communities we serve
- Providing hands-on leadership to lead the organization to reach its goals.
- Must have regular access to computer, phone, audio/video conference ability, and internet connection
- Other duties as determined by the Board of Directors and the Patient and/or Caregiver Action Committee

FUNDRAISING

Patient and Caregiver Action Committee Members will consider Cauda Equina Foundation a philanthropic priority and make annual gifts that reflect that priority. So that Cauda Equina Foundation can credibly solicit contributions from foundations, organizations, and individuals, we expect to have 100 percent of Action Committee Members make an annual contribution that is commensurate with their capacity.

ACTION COMMITTEE TERMS/PARTICIPATION

Cauda Equina Foundation, Inc. Action Committee Members will serve a two-year term and pending annual review, may be eligible for re-appointment for additional terms. Meetings will be held monthly on a virtual network. Committee meetings will be held in coordination with full board meetings as needed. Meetings will



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be a minimum of two-hour events and the annual meeting up to two days on the day(s) and time(s) agreed on at the previous board of directors meeting. The mandatory in person annual meeting is on hold due to COVID-19 and is currently virtual. In the future travel for the annual meeting may be required. There are exemptions for those that cannot travel due to medical reasons.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Cauda Equina Foundation, Inc. is looking for passionate individuals that want to advance the field of cauda equina syndrome, advocate for those living with the disease, and help the foundation reach its goals and serve its mission. There are currently no minimum education requirements for members on the Patient and Caregiver Action Committee, however, a basic understanding of computers, email, Google and Microsoft programs, and internet usage is necessary. Training will be provided to enhance your ability to carry out your duties and provide educational knowledge of cauda equina syndrome to professionals and patients alike.

PREFERRED SKILLS

This is an extraordinary opportunity for individuals who are passionate about Cauda Equina Foundation's mission and who have a track record of leadership, advocacy, and passion for philanthropic activities. Selected members will have demonstrated stature in patient advocacy, philanthropy, and cauda equina syndrome community leadership. Their accomplishments will allow them to attract other well-qualified, high-performing Patient and Caregiver Action Committee Members.

Ideal candidates will have the following qualifications:

- Experience with patient advocacy, community leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A history of giving and volunteer activities, and a commitment to and understanding of Cauda Equina Foundation's beneficiaries
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, empathy, compassion, and a passion for improving the lives of Cauda Equina Foundation's beneficiaries

Service on Cauda Equina Foundation's Patient and Caregiver Action Committee is without remuneration.

Reviewed By:	Karen Marshall	Date:	01/12/2021
Approved By:	Amanda Proctor	Date:	01/12/2021
Last Updated By:	Amanda Proctor	Date/Time:	01/12/2021 15:15PM EST



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Name: (First, MI, Last):
Preferred Name:
Date of Birth:
Primary Phone Number (Include Country Code and area Code):
Secondary Phone Number:
Street Address:
Street Address:
City/Province:
State:
Postal Code:
Email Address:

Please submit this form along with a detailed letter of interest and any supporting information, such as a resume or curriculum vital, you wish to include to Karenm.CEF@gmail.com