



Executive Committee

## Vice President

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### Position Description

**REPORT TO:** President

**TIME COMMITMENT:** 8-10 hours/week

**LENGTH OF TERM:** 12 months

### What you will get out of it

- A fruitful and enjoyable learning experience to get involved in the whole process of the project lifecycle and develop outstanding project management skills. The opportunities to frequently interact with internal committee members and external partners/sponsors allow the building of effective communication and leadership skills.

*The ACHSC hopes to nurture a generation of cancer-literate individuals armed with the knowledge to make a substantial contribution towards realising a world free of cancer.*

### Key roles and responsibilities include

- Plan, oversee and document all aspects of ACHSC projects to ensure quality and progress. Produce scoping documents for ACHSC projects. In charge of overseeing the entire project lifecycle - from brainstorming, planning to overseeing implementations
- Setting goals and expectations for the projects, monitoring and supporting the project teams
- Identify opportunities to establish sponsorships/partnerships for ACHSC projects
- Maintain the progress, mutual interaction and tasks of various parties (i.e. the Executive Committee, ACHSC project teams and external partners/sponsors) to ensure key deadlines are met and logistics are being run effectively.
- Attendance at regular executive meetings
- Oversee recruitment of project team members including drafting recruitment documents and attending interviews for new members as a joint effort with the Human Resources Director
- Identify opportunities for process improvements for the project management teams. Strive to achieve operational efficiency through comparison and unification of processes across programs

### Key Characteristics

- Confident, dynamic and driven leader
- Ability to drive engagement and innovation
- Ability to coordinate project logistics and work closely in a team
- Professional and interpersonal communication skills
- A minimum of 1 year of experience with ACHSC as either a Volunteer or Committee Member
- Genuine interest in not-for-profits and social entrepreneurship

**Apply at** <https://goo.gl/forms/CB1uB8vWzYgxwsXl2>