



The American Cancer Society National Breast Cancer Roundtable (ACS NBCRT) was established in 2022. The ACS NBCRT is a national coalition of over 100 member organizations dedicated to leading collective action across the nation so that every person and their support systems will know and understand breast cancer risk and screening needs, and can access timely, high-quality, and compassionate screening, diagnosis, treatment, and supportive care needed to improve their survival and quality of life.

Through various strategies and activities, the ACS NBCRT brings together diverse, multi-sector partners to catalyze collective action and accelerate progress across the breast cancer continuum to eliminate disparities and reduce mortality.

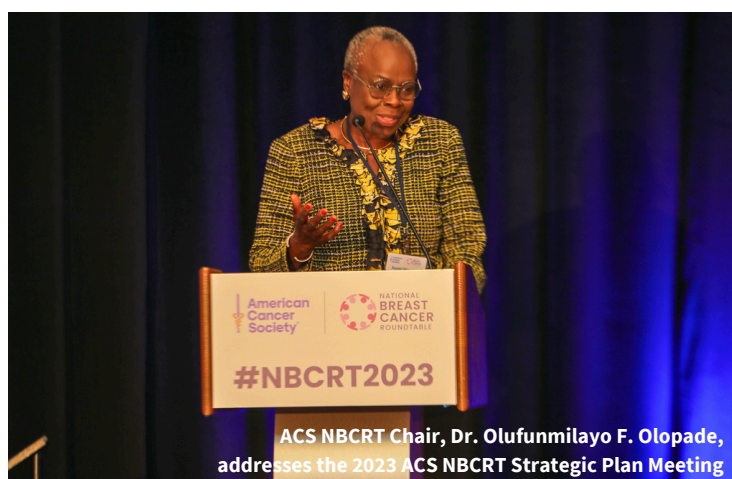
## ACS NBCRT Leadership Structure

### Executive Leadership Team

The ACS NBCRT Executive Leadership Team consists of a triad leadership model with two external Co-Chairs and one ACS Chair. Duties and responsibilities of the external Co-Chairs are outlined below as well as additional responsibilities of the ACS Chair.

### Steering Committee

The ACS NBCRT acts as a catalyst to stimulate work around mission critical breast cancer priorities. The work of the ACS NBCRT is guided with direction, input, and general leadership from its Steering Committee. Steering Committee responsibilities include the planning and implementation of ACS NBCRT projects and events, approving new members of the ACS NBCRT, and oversight of roundtable infrastructure and operations according to the ACS Roundtable Bylaws. Current roundtable bylaws state that the Steering Committee consists of no fewer than seven (7) and no more than twelve (12) members plus the ACS NBCRT Executive Leadership Team. Additional expectations including responsibilities, terms, and elections will be identified in the ACS Roundtable Bylaws or other documentation.



The ACS NBCRT Executive Leadership Team guides the ACS NBCRT Steering Committee. This team serves as leading champions of the ACS NBCRT and is accountable to the ACS NBCRT membership. Together, they ensure that the strategic goals and priorities of the roundtable stimulate the national dialogue on breast cancer, and ultimately serve those affected by breast cancer. The ACS NBCRT uses a leadership model consisting of three chair positions:

- **Two Co-Chairs:** Term-limited positions reviewed by the Nominating Committee and voted on by the Steering Committee. Must be from a current organizational member or an invited individual member.
- **ACS Chair:** A leading representative from the ACS (the roundtable's backbone organization), as designated by the ACS.

At least one chair must be a health practitioner or clinician (e.g., MD, RN, NP, MSW, PharmD, etc.). The ACS NBCRT Executive Leadership Team will work in tandem with the ACS NBCRT staff members to support the roundtable. This triad leadership model will further establish ACS's commitment to serving as the backbone organization and providing organizational leadership and expert staff support to roundtables.



Tamika Felder, Mary J. Blige, and Dr. Karen Knudsen listen to First Lady, Dr. Jill Biden, at the 2022 ACS NBCRT Launch at the White House.

## Benefits of Triad Leadership Model



### Faster Progress.

Chairs can divide responsibilities, share the workload, and provide additional contacts for member organizations.



### Smarter Solutions.

Each Chair brings different and complementary skill sets to the table, resulting in higher-quality outputs.



### Better Decision Making.

Each Chair has different perspectives and together, they will be able to explore multiple options and viewpoints to find the best path forward.



### Collaborative Culture.

Chairs can show member organizations how to successfully share responsibilities and ownership.

## Benefits

- Demonstrate national leadership and influence in shaping the vision and direction of the nation's leading voice on breast cancer care and control.
- Contribute to a feeling of momentum and energy within the roundtable, making it an exciting time to influence the roundtable's direction and progress on its shared life-saving mission.
- Work closely with the Steering Committee members, an exceptional group of multidisciplinary leaders with a strong collegial spirit, and together generate good ideas and influence on critical issues.
- Opportunity to provide input on manuscripts that could lead to publication authorship.

## Duties and Responsibilities

- Provide leadership, vision, and strategic direction for the roundtable to help advance the roundtable mission including the dissemination and promotion of roundtable activities and outcomes.
- Preside over meetings of the Steering Committee, Executive Leadership Team, and the membership.
- Serve as spokesperson for the roundtable and represent the roundtable externally via the media, collaborations, presentations, and advisory committees.
- Cultivate excellent working relationships with community and industry leaders to promote collective action without formal authority.
- Serve as a subject matter expert.
- Oversee that the ACS Roundtable Bylaws are observed by the officers and members of the Executive Leadership Team and that decisions of the roundtable are carried out.
- Offer support and direction to the ACS staff members to manage and implement the projects and activities of the roundtable.
- Assume responsibility for issues arising during the period between meetings, in consultation with the Executive Leadership Team and ACS staff.
- Appoint members to fill vacancies on the Steering Committee between elections to fill out the remainder of the term.
- Cultivate a focus on ACS's Health Equity Principles through seeking diverse membership, fostering conditions for everyone to be included, engaging in the community, and using data to understand disparities and develop roundtable strategies.
- Identify potential funding sources to support the roundtable's goals and priorities.
- Continue to build ACS NBCRT's identity as a respected, neutral convener among a broad spectrum of national partners.
- Assist in recruiting high-level professionals and volunteers to lead and participate in activities and committees including the Steering Committee and Priority Teams.
- Offer feedback on the budget allocation for the roundtable.

## Term of Service

- The term of office for the external Co-Chairs will be a three (3) year renewable term (up to 2 additional terms). Eligibility does not constitute automatic reappointment and Co-Chairs must follow the renewal process as outlined in the ACS Roundtable Bylaws.
  - Note: Co-Chair appointments should be staggered to ensure continuity of officer leadership.

## Time Commitment

- Dedicate time, energy, and creative thought to developing strategies that will advance the roundtable's life-saving mission.
- Participate in a regular virtual call of the roundtable Executive Leadership Team (e.g. monthly, bimonthly, or quarterly) and additional Executive Leadership Team meetings, either virtually or in-person, as needed.
- Co-Chair a regular virtual call of the roundtable Steering Committee (e.g. monthly, bimonthly, or quarterly).
- Attend in a leadership capacity the annual Steering Committee retreat and additional Steering Committee meetings, either virtual or in-person, as needed.
- Attend in a leadership capacity the in-person roundtable National Meeting.
- Participate in optional trips or meetings, pending interest and availability.
- Provide guidance to ACS staff, as needed.

## Financial Support

- The roundtable will cover travel, lodging, and incidental travel costs of the Co-Chair for participation in in-person Steering Committee retreats and in-person national meetings. Financial support for travel costs associated with other roundtable events will be determined as the budget allows.
- Because of the level of commitment involved, it is recommended that the Co-Chair enlist the support of their employer or supporting institution.

## Process

- Nominees must currently serve on the roundtable as a representative of a member organization or as an invited individual member (excludes representatives of Corporate or Affiliate members).
- Nominees can be self-selected or nominated by a colleague, preferably from a participating roundtable member.
- Nominees will be asked to submit a form to the Nominating Committee that may include requests for a Statement of Interest, a CV, a Conflict of Interest Disclosure, and a Rules For Engagement agreement.
- The Nominating Committee (or Steering Committee) will review nominations and may request an interview with the nominees, as needed.
- The Nominating Committee (or Steering Committee) prepares a formal nomination, which is first approved by the Steering Committee.
- Roundtable membership should be informed in a timely manner and announcements may occur at an ACS NBCRT National Meeting or via email communications to the entire membership.
- Incumbents: As outlined in the ACS Roundtable Bylaws, an incumbent Co-Chair will need to be formally nominated or self-nominated for a second or third term along with any other nominated candidates.
  - The Nominating Committee will review the incumbent's nomination along with any other candidates and follow the same process as outlined for any new or first-time nominees.