



Workgroup Member Job Description

Job Summary: To assist in establishing, supporting and working toward key goals to reduce cancer incidence and mortality rates in Maine.

Objective: To ensure that:

- Maine Cancer Foundation is informed by cancer stakeholders in Maine.
- A broad range of cancer professionals in Maine are represented as we establish a shared agenda and shared measurement tools.
- 'On the ground' expertise is provided to relevant Maine Cancer Foundation workgroups.
- Gaps in cancer in Maine are accurately and quickly identified
- The views and objectives of the membership are communicated statewide.

Length of Commitment: Membership is at will and the length of commitment is determined by the member

Time Commitment: 2-4 hours per month on average

Organization: Leadership: Workgroup Lead(s)
MCF Staff will provide support

Responsibilities:

- Attend monthly workgroup meetings.
- Support Maine Cancer Foundation Collective Impact activities.
- Participate in relevant, short-term task force projects (ex. projects focused on increasing HPV vaccination rates or sun safety)
- Work with Maine Cancer Foundation leadership to promote membership across Maine.
- Work with Maine Cancer Foundation colleagues (members and MCF staff) to establish a shared agenda to reduce cancer incidence and mortality rates in Maine.
- Work with Maine Cancer Foundation colleagues (members and staff) to establish shared data measurement tools in order to mark progress towards reducing cancer incidence and mortality rates.
- Attend Maine Cancer Foundation general membership meetings.

Note: Maine Cancer Foundation members are eligible to apply for MCF grant funding but will not receive preferential treatment as grant applications are reviewed.