
At Susan G. Komen, we are committed to saving lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer.

METASTATIC BREAST CANCER STEERING COMMITTEE

2025 REQUEST FOR APPLICATIONS

Susan G. Komen
P.O Box 801889
Dallas, Texas 75380
Website: www.komen.org



KEY DATES

Application Due: January 31st, 2025, by 1 p.m., Central Standard
Time Appointment Notification: March 17th, 2025

ABOUT SUSAN G KOMEN®

Susan G. Komen® is the world's leading nonprofit breast cancer organization, working to save lives and end breast cancer forever. Komen has an unmatched, comprehensive 360-degree approach to fighting this disease across all fronts and supporting millions of people in the U.S. and in countries worldwide. We advocate for patients, drive research breakthroughs, improve access to high-quality care, offer direct patient support and empower people with trustworthy information. Founded by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy's life, Komen remains committed to supporting those affected by breast cancer today, while tirelessly searching for tomorrow's cures.

MBC (Stage IV) STEERING COMMITTEE

The Metastatic Breast Cancer Steering Committee ("MBCSC") has been established to help Komen address needs of the MBC community, ensure diverse voices and perspectives of the MBC community are integrated across The Susan G. Komen Breast Cancer Foundation, Inc.'s ("Komen") programs and initiatives, and achieve its mission to save lives.

Responsibilities:

Members of the Metastatic Breast Cancer Steering Committee will:

- Represent the broad community of those impacted by metastatic breast cancer, and keep Komen updated on the issues and needs most important to the MBC community.
- Provide input to help guide Komen's MBC-focused program strategy related to research, patient care services, and public policy advocacy, PR/communications campaigns, and other activities across the organization as requested by Komen.
- Serve as spokespersons and advocates for Komen by participating in media events, fundraising efforts, educational programs, etc., and amplifying Komen messaging via social and other channels as requested by Komen.
- Serve as Komen ambassadors to the MBC community by leveraging personal networks and local communities to share information about Komen and its programs, services and campaigns and help Komen build relationships and engage with other MBC advocates, thought leaders/influencers, and organizations representing the diversity of the MBC community.
- Participate in strategic calls at least quarterly and ad hoc calls as needed based on specific programmatic needs.
- Provide other advisory services, as needed and requested by Komen.

Terms of Service

Each MBC-SC member will serve a term of up to 2 years. Member terms will coincide with Komen's fiscal year which begins April 1 and ends March 31. Members may be invited to serve additional terms but may not exceed a total of six (6) years consecutive service (or three terms of 2 years).

Each member of the MBC-SC will enter into a consulting agreement, agree to abide by applicable provisions of Komen's Code of Conduct, including its Conflict of Interest Policy, Communications/Publicity Policy, and other policies referenced in the consulting agreement (see Appendix), and undertake all the responsibilities of an MBC-SC Member.

APPLICATION REQUIREMENTS AND REVIEW PROCESS

Eligibility

Individuals interested in serving as a member of the MBC-SC must be living with metastatic breast cancer and reside in the US or US territories.

Application Documents

The following documents are required:

- An MBC-SC Application completed in full including complete answers to each question

MBC Steering Committee Application:

https://susangkomen.iad1.qualtrics.com/jfe/form/SV_6mU18gw9xHC94YC

Submission of the Application

The application, along with an optional current resume/biosketch/CV must be submitted through the link above **no later than January 31st, 2025, by 1 p.m., Central Standard Time.**

Review Process

All applications that comply with the requirements of this RFA will be reviewed by a committee comprised of people living with MBC and Komen staff. After the initial committee review, some applicants may be invited to an interview. The strengths and weaknesses of each application will be assessed based on defined review criteria to include:

- Diversity and representation of different experiences and perspectives of the MBC community
- Community connections and service
- Familiarity and engagement with the MBC community and/or MBC advocacy
- Commitment to furthering Komen's mission

All applicants will be notified of review decisions via email by March 17th, 2025.

QUESTIONS?

All inquiries regarding the submission of applications in response to the MBC Steering Committee RFA should be sent to kvolpe@komen.org.

APPENDIX: KOMEN POLICIES

Conflict of Interest Policy

1. No Individual shall, either directly or indirectly, engage in any outside business, financial or professional transaction or other activity that conflicts with the interests of the Organization. This includes, but is not limited to, use of confidential information in ways that conflict with the interests of the Organization or could lead to, or appear to lead to, personal or institutional gain or advantage.

Each Individual shall place the best interest of the Organization foremost in any dealings relating to the Organization and shall not use his or her relationship with the Organization in any way that will inure to his or her personal benefit. Each Individual shall at all times act with decorum, honesty, and integrity and in accordance with the highest ethical standards.

2. No Individual shall solicit or accept business-related gifts, favors, payments, hospitality or other thing of value from anyone that might influence his or her decision-making or actions affecting the Organization. This does not extend to gifts or entertainment of a “de minimis” nature provided on a customary basis. “De minimis,” for purposes of this policy, means gifts with a value of less than \$200.00.
3. No Individual (or any person or entity with whom such Individual has a family or business relationship) shall have a direct or indirect financial interest in, or receive compensation as a result of, transactions with an individual or organization if the Individual knows or reasonably should know that the individual or organization:
 - a. provides the Organization services, supplies, materials or property;
 - b. receives products or materials from the Organization; or
 - c. has any other contractual relations or business dealings with the Organization.

An exception may be made with prior written approval of the Organization’s Board of Directors or its designee after full disclosure of all relevant information. The financial interests set forth above do not include interests in corporations listed on a national stock exchange or traded over the counter, provided that the financial interest is one percent or less of that corporation’s outstanding shares.

4. All potential conflicts of interest shall be disclosed at the earliest possible time. If any Individual (or any person or entity with whom such Individual has a family or business relationship), has or is about to assume any direct or indirect financial interest in, or relationship to, any individual or organization that proposes to enter into a transaction with the Organization, such Individual shall provide prompt written notice of such interest or relationship to the Organization’s Board of Directors or its designee (which shall document the conflict in the Board’s minutes).

When a conflict or potential conflict exists, the affected Individual shall abstain from voting or acting upon the pertinent item, withdraw from the meeting, and abstain from participating in or informally influencing the decision-making process, except to provide factual information upon request. Further, the Individual shall be prohibited from representing the Organization or otherwise

participating in the transaction, except with the prior written approval of the Board of Directors or its designee after disclosure of all relevant information.

5. The term “financial transaction” used in this policy shall not be construed to include a charitable contribution or a charitable pledge to the Organization, or a split-interest gift arrangement such as a gift annuity, charitable remainder trust or charitable lead trust. Only the law or, as provided herein, the Board of Directors may override the provision of this policy. This policy shall not be construed to limit any conflict of interest provision (whether or not it is explicitly designated as such) in the Bylaws of the Organization.

Confidentiality Policy

An Individual shall maintain the confidentiality of all Komen information marked or otherwise designated “confidential,” as well as all of the Organization’s affairs, proprietary business information, internal procedures, personnel information and the like that are not publicly disclosed through the various reports prepared or filed by the Organization pursuant to law, regardless of whether such information is marked “confidential” (“Confidential Information”).

If there is any doubt as to whether information is considered confidential, disclosure of such information should not be made without first clearly establishing that such disclosure is authorized by the Organization. This authorization must be provided by a VP, C-Level officer or President/CEO.

An Individual must return all Confidential Information to the Organization upon the Organization's request.

An Individual shall not use any Confidential Information received while serving the Organization in such a manner that the use of such information would be detrimental in any way to the Organization, and shall avoid any actions that might impair the reputation of the Organization.

Representations

By entering into a contractual relationship with Komen, you represent that you are not violating any other agreement, whether written or oral, that you have entered into, or will enter into, during the term of your agreement with Komen.

You understand that Komen’s reputation is one of its most important assets and members must at all times be model representatives of the breast cancer advocacy community. You represent that you have not been debarred from receipt of federal or state funding; investigated for fraud; or convicted of any crime involving fraud or moral turpitude, or of any felony. Should any of the foregoing situations arise, you agree to notify Komen immediately and Komen shall have the right, in its sole discretion, to terminate this agreement immediately upon written notice to you.

In your capacity as a member, you agree that you will not make any public statements that disparage or reflect unfavorably on your activities contemplated herein or on Komen. You further agree that in the event any such statements are made, Komen may require you to publicly acknowledge such misstatements in a like forum in which the misstatements were made.