



Cochrane Board

Call for nominations for external members



Trusted evidence.
Informed decisions.
Better health.

Call for nominations

Cochrane is a global independent network of researchers, professionals, patients, carers, and people interested in health. We produce systematic reviews that summarize the best available evidence generated through research to inform decisions about health, and publish them online in the [Cochrane Library](#).

Our mission is to promote evidence-informed health decision-making by producing high-quality, relevant, accessible systematic reviews and other synthesized research evidence. Further information about Cochrane's activity is available in our [2014 Annual Review](#).

Cochrane is now inviting nominations for two external candidates to join our Board.

Experience

We are looking for experienced leaders to contribute their skills and experience to our Board. You will drive forward Cochrane's [Strategy to 2020](#) to build a strong, sustainable organization that provides internationally recognized, gold standard, synthesized research that enables health practitioners, policy makers, patients, carers and anyone interested in health to make informed decisions about treatments.

We are particularly interested in receiving applications from people with the following skills and experience:

- board membership or other leadership of a large not-for-profit organization
- health or other publishing
- patient/consumer engagement and advocacy
- evidence-informed health care or policy
- organizational operations across an international network

Members are encouraged to apply from any geographic area.

Cochrane governance structure

Cochrane is a registered charity in the United Kingdom, and membership of the Board is accountable to our [Memorandum and Articles of Association](#). The Board is led by two Co-Chairs, and its [current membership](#) is available on our website.

The Board oversees the work of Cochrane's Chief Executive Officer and Central Executive team, which supports development and delivery of all work across the organization, and an international network of collaborating Cochrane Groups contributing to Cochrane's overall work. Cochrane's present strategic direction is outlined in our [Strategy to 2020](#).

Historically, Cochrane's has been governed by a Steering Group constituted of internally elected representatives of Cochrane contributors. In 2016, Cochrane will begin its transition to a new Board model, including 7-8 internally elected members and up to 5 external members. This call

for nominations is the first stage of this process. Consult our website for [full details of this transition and the new Board structure](#).

Cochrane is a not-for-profit organization that aims to work independently of commercial sponsorship and other conflicts of interest. Board members are expected declare all current commercial or other conflicts of interest. Candidates for the Board must disclose in their application any employment or other financial relationships with pharmaceutical, device, tobacco or other for-profit companies in the past 10 years. Non-financial conflicts should also be declared, including direct and indirect conflicts, professional relationships to other members of the Board, and other Boards they may sit on.

Expectations of Board members

Candidates should consult the complete job description for external Board members attached at Appendix 1.

Cochrane Board members are expected to:

- Act at all times in the organizational interests of Cochrane.
- Set organizational strategic direction and policy.
- Act at all times with integrity and uphold high standards of governance
- Work constructively as a team while providing creative challenge and independent judgement.
- Sensitivity, openness and awareness of non-verbal communication.
- Display critical thinking, creativity and strategic awareness.
- Display an ability to identify potential problems and deal with risk.
- Operate in an international context with cultural sensitivity and an awareness of issues of equity

Board members are expected to attend at least two (and up to four) face-to-face meetings (of three days duration plus two days preparation) each year. In addition, they are expected to attend four meetings by teleconference (of two hours duration plus three hours preparation time). It is anticipated that the workload associate with this role is equivalent to approximately 1-2 days per month over the course of each year.

To accommodate geographic diversity, meetings may be held outside business hours and in any geographic location. Cochrane's official business language is English.

In accordance with UK charity law, Board members cannot receive payment for fulfilling their role as members of the Board. The costs of attending meetings and fulfilling the duties of the Board will be paid.

The term of office will be for a three-year period, and members are eligible to nominate for one additional term contingent on satisfactory evaluations by the Board's Co-Chairs.

Eligibility

Eligibility to stand as an 'External' member of the Board is defined as those who have no current staff, editorial or leadership role with Cochrane (although they may hold other roles such as author or consumer roles). Candidates are identified through a public call for nominations, and

selected by the current Board members. The selections made by the Board must be ratified by the subsequent AGM.

Application process

To apply please submit a letter outlining your reasons for applying for this position and your relevant experience, along with a current CV and declaration of potential conflicts of interest, to recruitment@cochrane.org.

Applications close on Tuesday, **23 February 2016**. Should you require any further information, please contact Miranda Cumpston at mcumpston@cochrane.org, or the two Co-Chairs of the Board, [Cindy Farquhar](#) and [Lisa Bero](#).

All applications will be considered against the skills and experience required, and an initial short list of candidates presented to the current Board. Nominees will be notified of the success or otherwise of their nomination by **21 March 2016**.

The successful candidates will be required to attend a face-to-face meeting of the Board in London, UK, from **6-8 April 2016**. Following this, the next face-to-face meeting of the Board will be in Seoul, Korea, from 20-22 October 2016, as part of Cochrane's annual conference, the [Cochrane Colloquium](#).

The successful candidates may take up their positions immediately, but must be ratified at the next Annual General Meeting of Cochrane's membership, which will take place at the meeting in Seoul.

Appendix 1: Board Member position description

General description

The Cochrane Board is the Board of Directors and Trustees of The Cochrane Collaboration, a registered charity in the U.K. The Cochrane Board sets policy for Cochrane, and is responsible for setting the charity's strategic direction and ensuring good organisational governance.

Responsibilities

Board members are expected to:

- Exercise their legal duties as the Board of Trustees of the Cochrane Collaboration.
- Act at all times in the best interests of Cochrane as a whole organisation, and in accordance with its vision, mission and values.
- Set organizational strategic direction and policy, and review these on a regular basis to continue to be responsive to the changing environment in which the organization operates.
- Act at all times with integrity and uphold high standards of governance.
- Work constructively as a team while providing creative challenge and independent judgement.
- Delegate to the CEO and the Editor in Chief the authority to determine how best to achieve the strategic objectives and to manage the charity's day-to-day business.
- Monitor the achievement of the strategic objectives and compliance with the policies established.
- Oversee the charity's financial reporting and disclosure.
- Represent Cochrane at meetings with current and potential funders, and other agencies as required.
- Respond to issues raised by members of the organization, outside the remits of the CEO and the Editor in Chief.

Members are expected to attend at least two face-to-face Board meetings each year, and additional meetings by teleconference as set by the Board (approximately every two months). They should also attend the Annual General Meetings (AGMs) of the charity. The AGM is generally held alongside one of the face-to-face meetings of the Board and does not require additional travel. Throughout the year, members should contribute actively to the business of the Board, staying up-to-date with current issues within and affecting the organisation, contributing to such working groups as may be established on particular issues, and responding appropriately to requests for input by email.

It is anticipated that the workload associate with this role is equivalent to approximately 1-2 days per month over the course of each year.

Remuneration

In accordance with charity law, Board members cannot receive payment for fulfilling their role as members of the Board. All reasonable costs of attending meetings and fulfilling the responsibilities of Board members will be reimbursed.

Accountability

Board members are accountable to the Board, and to the registered Cochrane Groups who are the members of the organisation.

Qualifications

All Board members should bring experience that enables them to fulfil the responsibilities of the Board, and expertise relevant to the operation of an organisation such as Cochrane, operating as a not-for-profit charity in the research and publishing sectors. Members should have experience and expertise in key areas of skills and knowledge, such as:

- Board membership or other leadership of a large not-for-profit organisation
- Financial management and business development in the not-for-profit sector
- Healthcare or other publishing
- Patient/consumer perspective and advocacy
- Evidence-informed health care or policy
- Organizational operations across an international network.

In addition to these areas of expertise, members should be able to work with:

- Sensitivity, openness and awareness of non-verbal communication.
- Display critical thinking, creativity and strategic awareness.
- An ability to identify potential problems and deal with risk.
- Cross-cultural sensitivity and an awareness of issues of equity

Term of office

Board members serve for a period of three years. At the end of three years, they are eligible to stand for re-election for one further term of three years. With the exception of the Co-Chairs, no-one may be a member of the CSG for more than two consecutive terms (i.e., six years), but may stand for re-election after a subsequent gap of three years.

Recruitment process

Approximately one third of the positions on the Board fall vacant each year, as terms of office come to an end. Nominations and elections to fill these positions, and any casual vacancies, are held each year, and new members generally take up their positions with effect from the first AGM after their selection.

Eligibility to stand as an 'External' member of the Board is defined as those who have no current staff, editorial or leadership role with Cochrane (although they may hold other roles such as author or consumer roles). Candidates are identified through a public call for nominations, and selected by the current Board members. The selections made by the Board must be ratified by the subsequent AGM.

Eligibility to stand as an 'Internal' member of the Board is defined as anyone with a current active role with a Cochrane Group. Candidates are identified through an internal call for nominations, and are elected from among the membership. Full details of the eligibility and procedures for and election of internal members are outlined in detail in the Cochrane Electoral Procedure.

Employees of the Cochrane Central Executive Team are not eligible to stand for the Board.

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