



## **CIRM's Purpose**

The California Institute for Regenerative Medicine (CIRM) is the world's largest Stem Cell Agency established by the California Constitution. CIRM's mission is to accelerate world class science to deliver transformative regenerative medicine in an equitable manner to a diverse California and world.

CIRM makes grants and loans for stem cell research, for research facilities, and for other vital research opportunities to realize therapies, protocols, and/or medical procedures that will result in, as speedily as possible, the cure for, and/or substantial mitigation of, major diseases, injuries, and orphan diseases. CIRM supports all stages of the process of developing cures, from laboratory research through successful clinical trials. CIRM establishes the appropriate regulatory standards and oversight bodies for research and facilities development.

## **Position Description**

**Job Title:** CIRM Board Vice Chair

### **Key Responsibilities:**

1. Collaborate with the Chairperson in all duties and to carry out those duties in the Chairperson's absence;
2. To take the lead on government relations as a primary interface with the California Legislature and Executive Branch and the United States Congress and Executive Branch, consistent with the policies established by the Governing Board;
3. Chair the Accessibility and Affordability Working Group and to identify, recruit, and partner with members of the working group;
4. Ensure the Accessibility and Affordability Working Group program's and priorities are driven by community, working group, and Board input and results are measured against goals and budgets;
5. Facilitates the partnering of AAW Group's initiatives with CIRM's Medical Affairs team and communication on progress to all stakeholders including the public and community organizations;
6. Leads the Board's Diversity, Equity, and Inclusion efforts welcoming differences and encouraging full participation of all who are engaged in fulfilling CIRM's mission and purpose;
7. Takes the lead in providing oversight of, and establishing the policies for, CIRM with respect to legislation through the Governing Board;



8. Assists in managing the Governing Board's agenda and workflow, including evaluations and approvals of scientific and medical Working Group grants, loans, facilities, and standards evaluations;
9. Assists with the Board Chair, President/CEO and the Leadership Team members of CIRM to produce the annual report and the annual financial plan of CIRM. Assist in ensuring the public accountability requirements for the Governing Board and its subcommittees are met, including compliance with public meeting (Bagley Keene) and conflict of interest requirements for members;
10. Assists in providing oversight for the annual audit of CIRM and for the legal and financial accountability of CIRM;
11. Assists in managing and optimizing CIRM's bond financing plans and funding cash flow plans;
12. Assists in optimizing all financial leverage opportunities for CIRM, including generating matching or supplemental funds through collaborations with other states, nations, territories, or institutions;
13. Assists in coordinating bond funding with the California Department of Finance, the State Treasurer's Office and the California Stem Cell Research and Cures Committee;
14. Available to assist in leading negotiations for intellectual property agreements, policies and contract terms;
15. Available to assist in leading the development of intellectual property policies;
16. Available to appoint one or more advisory task forces, in coordination with the President/CEO, to assist CIRM in carrying out its mission.

### **Skills and Qualifications:**

1. Documented history in successful stem cell research or other vital research opportunity in therapy development and/or therapy delivery advocacy.
2. Qualified for appointment pursuant to Proposition 14 – Health and Safety code Section 125290.20 (a)(7). Note: Cannot be concurrently employed by or on leave from any prospective grant or loan recipient institutions in California.
3. The Vice Chair will ideally possess attributes and have experience to supplement where the Chair may not have strength in, such as:
  - a. Experience with governmental agencies or institutions (either executive or board position).
  - b. Experience with the process of establishing government standards and procedures.
  - c. Legal experience with the legal review of proper governmental authority for the exercise of government agency or government institutional powers.
  - d. Direct knowledge and experience in bond financing.



### **Supervision Received**

The Board Vice Chair serves a six-year term, subject to removal by the Board under specified circumstances. The Governance Subcommittee will oversee the facilitation of an annual performance evaluation of the Vice Chair.

### **Supervision Exercised on behalf of the Board**

Senior Director, Board Governance and Executive Assistant to the Chair and Vice Chair.

### **Working Conditions**

- Incumbent must be available and willing to work outside of normal business hours
- Incumbent must be able and willing to travel worldwide as necessary
- Work is full-time and complies with CIRM's hybrid location work policy.

Duties of this position are subject to change and may be revised as needed or required. CIRM is an Equal Opportunity Employer.