

APPLICATION TO SERVE ON THE BOARD OF DIRECTORS 2021



As a leading community-based mental health agency, CMHA Simcoe County is committed to providing services and supports for individuals experiencing mental health and addiction issues, including problem gambling, in Simcoe County. CMHA Simcoe County supports individuals' choice and recovery through a broad range of services and supports in the community as well as a variety of social, educational, vocational, rehabilitation, specialized and internal programs. We serve all members of our diverse community, including those of different race, culture, religion, gender identity, sexual orientation, ability and age.

Governing our organization is one of the most critical roles someone can play at CMHA Simcoe County. That is why we recruit a variety of skill levels for every seat on the board.

Our Vision

An inclusive society which values human dignity and enhances the well-being of all.

Our Mission

To work in collaboration with individuals and their families offering a full spectrum of addiction and mental health services based on a philosophy of recovery and a respect for individual uniqueness and choice.

Our Values

Respect Courage Excellence

What is the Job of Board Members?

“Effective Governance....means ensuring that the appropriate process and structures are in place to direct and manage an organization’s operations and activities, and to ensure that they function well. The ultimate goal of good governance is to ensure the effectiveness, credibility and viability of the organization”.

What will be expected of me as a Board Member?

- ✓ Board Members are expected to attend and actively participate in monthly board meetings (9 per year), and join at least one committee (board governance, finance, quality, risk and asset management) attending 4-6 meetings per year. Also, ad-hoc meetings and planning sessions.
- ✓ In addition, Board Members monitor the strategic plan, business plan, and annual budget, and help make decisions that guide the organization’s progress.
- ✓ You will also participate in regular evaluation of the board’s performance.

Responsibilities of the Board

- Ensure the organization moves forward fulfilling its mission and vision
- Monitor the Organizational Strategic Business Plan
- Ensure that the CEO has the resources for the organization to fulfill its mission and to finance its programs
- Provide financial oversight and accountability
- Maintain effective governance of the organization by using broad policies and objectives
- Ensure legal and ethical integrity and accountability of the organization
- Recruit and orient new board members and assess board performance
- Select and appoint a CEO to whom responsibility for the management of CMHA Simcoe County is delegated

General Expectations of the Board

- Regularly participate in board meetings, committees and important related meetings
- Make a serious commitment to participate actively in board and committee work
- Stay informed about board and committee issues, prepare for meetings, and review and comment on minutes and reports
- Get to know other board members and build collegial working relationships that contribute to consensus
- Be an active participant in the board evaluation and planning efforts
- Avoid any conflict of interest
- Disclose all material facts and relationships, and refrain from voting when there is a conflict of interest
- Maintain confidentiality
- Participate in fundraising or special events

Opportunity

This is an exciting opportunity to be a part of the development of the CMHA Simcoe County's strategic plan. This plan will envision a diverse, effective Board of Directors that is qualified to guide the organization, assumes its defined role and responsibilities, is willing and able to actively participate in board leadership and is motivated by CMHA Simcoe County's Mission.

As a board member, you will enhance your career development and utilize your professional skills in a capacity that promotes the highest standards for services.

Eligibility Criteria and Conditions of Nominations

- a) Directors must be at least 18 years old.
- b) Undischarged bankrupts are ineligible to serve as Directors.
- c) Directors must be mentally competent and of sound mind and are ineligible if found otherwise by a court in Canada or elsewhere.
- d) Directors must be a resident of Simcoe County.
- e) A director is expected to commit the time required to perform Board and Committee duties. The minimum time commitment is likely 4 to 6 hours per month.
- f) Directors must fulfill the requirements and responsibilities of their position, for example, preparing for and attending Board and Committee meetings, upholding their fiduciary obligations to CMHA and working cooperatively and respectfully with other board members. Directors must comply with legislation governing the agency, the agency's by-laws and policies, and all other applicable rules.
- g) Directors must sign a Declaration confirming their agreement to adhere to their fiduciary duties and board and agency policies.
- h) In the case of an elected Director, cannot be a spouse, child, sibling or parent or, or live in the same household with, an employee or is the spouse of a child, sibling or parent of an employee except by resolution of the Board.
- i) Must not be an excluded person. "Excluded Person," means:
Any employee other than the current Chief Executive Officer; and
any individual who has been within the preceding five (5) year period an employee of the Corporation.

To apply to be a member of the CMHA Simcoe County Branch Board of Directors;

1. Submit a letter of interest along with your resume. Please highlight past board experience, areas of interest pertaining to board work and any connection you have or may have had with other health care groups in the community.
2. The Board seeks a complementary balance of knowledge, skills, and experience. Please complete the attached Schedule A: Skills Matrix to share your qualifications.

Email or mail package

Attention: Lisa Day
Executive Assistant

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Schedule A Skills Matrix

The Board seeks a complementary balance of knowledge, skills, and experience. Please indicate your areas of knowledge, skills, and experience by checking off the relevant boxes in the table below it is not expected that you possess knowledge, skill or experience in all the areas set out in the table. Please indicate only those areas that apply to you.

Government and Stakeholder Relations <input type="checkbox"/> Basic <input type="checkbox"/> Advanced	Board and Governance <input type="checkbox"/> Basic <input type="checkbox"/> Advanced
Finance <input type="checkbox"/> Basic <input type="checkbox"/> Advanced	Risk Management <input type="checkbox"/> Basic <input type="checkbox"/> Advanced
Legal <input type="checkbox"/> Basic <input type="checkbox"/> Advanced	Public Affairs and Communications <input type="checkbox"/> Basic <input type="checkbox"/> Advanced
Business Management <input type="checkbox"/> Basic <input type="checkbox"/> Advanced	Information Technology <input type="checkbox"/> Basic <input type="checkbox"/> Advanced
Human Resources Management/Labour Relations <input type="checkbox"/> Basic <input type="checkbox"/> Advanced	Cultural Diversity/Affiliation <input type="checkbox"/> Basic <input type="checkbox"/> Advanced
Health Care Administration/Policy and Health System needs, issues, and trends <input type="checkbox"/> Basic <input type="checkbox"/> Advanced	Research <input type="checkbox"/> Basic <input type="checkbox"/> Advanced
Clinical Expertise <input type="checkbox"/> Basic <input type="checkbox"/> Advanced	Quality and Performance Management <input type="checkbox"/> Basic <input type="checkbox"/> Advanced
Strategic Planning <input type="checkbox"/> Basic <input type="checkbox"/> Advanced	Ethics and Evidence Based Decision Making <input type="checkbox"/> Basic <input type="checkbox"/> Advanced
Patient and Health Care Advocacy <input type="checkbox"/> Basic <input type="checkbox"/> Advanced	
Francophone/Bilingual <input type="checkbox"/>	First Nations/Aboriginal <input type="checkbox"/>
Other Self Disclosure <input type="checkbox"/>	