



**Canadian Mental  
Health Association**  
Simcoe County  
*Gambling, Substance Use and Mental Health Services*

## APPLICATION TO SERVE ON THE BOARD OF DIRECTORS



As a leading community-based mental health agency, CMHA Simcoe County Branch (CMHA SCB) is committed to providing services and supports for individuals experiencing mental health and addiction issues, including problem gambling, in Simcoe County.

CMHA SCB 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 SCB. That is why we recruit a variety of skill levels for every seat on the board.

## Our Vision, Mission and Values

### Our Vision

Individuals living in Simcoe County can easily access high quality Mental Health and Addiction services and supports that empower them and respond to their unique circumstances

### Our Mission

We are passionate about providing person-centred Mental Health and Addiction services and supports. We advocate for the needs of the individuals and families we serve. We are committed to innovation and are continuously improving our programs and services. We collaborate with our community partners to design and transform an integrated system within Simcoe County.

### Our Values

*When working with those we serve, we will:*

- ✓ Build therapeutic relationships that are based on respect, trust, and compassion.
- ✓ Collaborate with individuals and families throughout their journey.
- ✓ Empower individuals and families to make choices about their care.

*When working with each other, we will:*

- ✓ Value the unique contributions that each of us brings to achieving our mission.
- ✓ Commit to building collaborative relationships based on respect, trust and integrity.
- ✓ Challenge each other to be our best professional selves.

*When working with our partners, we will:*

- ✓ Develop and maintain meaningful relationships with partners to improve the client and family journey.
- ✓ Embrace every opportunity to share our knowledge, skills and expertise as a community-based organization.

## 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 (Governance, Finance and Audit, Quality Risk and Asset Management) attending 4-6 meetings per year. Also, ad-hoc meetings and planning sessions may be required.
- ✓ 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 CMHA SCB Strategic Business Plan -[2021-25 CMHA SCB Strategic Plan](#)
- Ensure that the CEO has the resources for the CMHA SCB to fulfill its mission and to finance its programs
- Provide financial oversight and accountability
- Maintain effective governance of the organization to adhere to By-Laws, policies, procedures 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 SCB 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

## 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 SCB 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) 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: Jennifer Bellio - Executive Assistant  
CMHA Simcoe County Branch  
128 Anne St. South  
Barrie, Ontario  
L4M 6A2  
[boardgovernors@cmhastarttalking.ca](mailto:boardgovernors@cmhastarttalking.ca)

### 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.

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