

INSTRUCTIONS:

To apply to be a member of the Haliburton Highlands Health Services (HHHS) Corporation Board of Directors or a Community Representative on a Standing Committee of the Board, please complete the attached form and submit it with a covering letter and a copy of your current resume.

Please submit your full application via email quoting “**HHHS Board Recruitment**” in the subject line to mhenry@hhs.ca

The application deadline is **March 1, 2024**.

Applicants will be considered for Board of Directors membership or Community Representative membership on one of the Board’s Standing Committees. This is based on annual Board recruitment needs.

ELIGIBILITY CRITERIA AND CONDITIONS OF APPOINTMENT:

- (a) Board and Committee members **must** be Corporate Members.
- (b) Board members **must** acknowledge and declare:
 - i. To be at least 18 years of age;
 - ii. To have not been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property;
 - iii. To have not been found to be incapable by any court in Canada or elsewhere;
 - iv. To not have the status of a bankrupt; and/or
 - v. To not be an “ineligible individual” as defined in the *Income Tax Act (Canada)* or any regulations made under it.
- (c) Board and Committee members **must** be a property owner, tenant or employed within the Catchment area of Haliburton Highlands Health Services (HHHS) Corporation, which includes the County of Haliburton and surrounding townships, and have been for at least twelve months immediately prior to this application, **Or must** carry on business within the Catchment area of Haliburton Highlands Health Services Corporation, which includes the County of Haliburton and surrounding townships and have done so for at least twelve months immediately prior to this application.
- (d) Board and Committee members **must not** be an HHHS Employee or a member of the Professional Staff.
- (e) Board and Committee members **must not** have a spouse, dependent child, parent, sibling as an employee of the Corporation or a member of the Professional Staff.
- (f) Board or Committee members are expected to commit the time required to perform Board and/or Committee duties. The minimum time commitment is approximately 8 to 10 hours per month for Board members and 4 to 5 hours per month for Community Representatives on Board Standing Committees.
- (g) Board and Committee members **must** fulfill the requirements and responsibilities of their position, including preparing for and attending Board and/or Committee meetings, upholding their fiduciary obligation to HHHS, and working co-operatively and

respectfully with other Board members. Board and Committee members must comply with the *Public Hospitals Act*, *Fixing Long-Term Care Act*, *Ontario Not-For-Profit Corporations Act* and other legislation governing HHHS, the HHHS by-laws and policies, and all other applicable rules.

- (h) Board and Committee members **must** sign an Annual Declaration and Consent.

At HHHS, we recognize and value the contributions that a diverse team can make to the healthcare system. We welcome candidates of all backgrounds, abilities, and identities to apply.

Any applicant who requires accommodation through the application, interview, or selection processes, please contact the Board Office (below) in advance for assistance.

For more information about the application process or HHHS governance, please visit <https://www.hhhs.ca/about/board> or contact the Board Office at mhenry@hhhs.ca or 705-457-1392 extension 2248.

**APPLICATION FOR
Board of Directors/Board Committees**

APPLICANT CONTACT INFORMATION:

Surname:		First Name:	
Home Address:			
City:	Province:	Postal Code:	
Relevant Municipality (circle one):			
Algonquin Highlands	Dysart et al	Minden Hills	Highlands East
Phone No:		E-mail Address:	
Preferred Method of Contact: Phone <input type="checkbox"/> Email <input type="checkbox"/>			

Conflict of Interest Disclosure Statement

Board and Committee members must avoid conflicts between their self interest and their duty to HHS. In the space below, please identify any relationship with any organization that may create a conflict of interest, or the appearance of a conflict of interest, by virtue of being appointed to the Board/Committee.

Knowledge, Skills and Experience

The Board seeks a complementary balance of knowledge, skills and experience. To this end, all current and potential Board members are asked to identify areas of knowledge, skills and experience by completing **Page 4** to this application.

Declaration:

By submitting this application, I declare the following:

- (a) I meet the eligibility criteria and accept the conditions of appointment set out above;
- (b) I certify that the information in this application and in my resume or biographical sketch is true.

Signature: _____
(typed name is sufficient)

Date: _____

BOARD MEMBER SELF ASSESSMENT KNOWLEDGE, SKILLS AND EXPERIENCE

Name: _____

Please identify your degree of knowledge, skills and experience using the rating scale outlined below.

It is not expected that you possess knowledge, skills and experience in all the areas set out in the table.

Advanced – Formal education/certification in this field...

Good – A good understanding and experience with the area...

Fair – A general/basic level of understanding and some exposure to the area...

None – Minimal exposure and no experience in the area...

Place an X in the appropriate column beside each area below.	Advanced	Good	Fair	None
Finance & Accounting				
Business Management				
Human Resources & Labour Management				
Health Care Administration/Policy and Health System Needs				
Clinical Background				
Political Acumen				
Legal				
Strategic Planning				
Patient & Healthcare Advocacy				
Risk Management				
Information Technology				
Education				
Quality, Safety & Performance Management				
Board & Governance				
Public Affairs & Communications				
Ethical Decision Making				