

**Canadian Mental Health
Association Durham**

**Volunteer Board of Directors
Application**



60 Bond Street West
Oshawa, Ontario
L1G 1A5

Join the CMHA Durham Board of Directors and help promote a healthy community

Vision

We envision mentally healthy people in a healthy society.

Mission

Our mental health Centre promotes and enhances the mental, emotional, and physical well-being of our community. We do this through education, collaboration, advocacy, and the provision of a broad range of direct services that meet our community's needs.

What does CMHA Durham do?

CMHA Durham is a welcoming community mental health centre doing all we can to help people connect and move forward.

We strive to:

- Provide a range of responsive programs in an atmosphere of mutual sharing
- Educate the wider community regarding mental health issues
- Develop and operate community-based mental health programs for people requiring support
- Work closely with other related services in the community
- Participate in developing other suitable programs in the community

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

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". ([Building on Strength: Improving Governance and Accountability in Canada's Voluntary Sector](#), The Panel on Accountability and Governance in the Voluntary Sector, 1999. P. 40)

What will be expected of me as a Board Member?

Board Members are expected to attend and actively participate in board meetings (one meeting per month), and occasional special 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.

I've never been on a board before; is there training to help me understand my responsibilities?

CMHA Durham has an extensive Board orientation program to help understand your role. In addition, there is board education and training opportunities in which you are expected to participate, whenever available and appropriate.



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 Durham 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

CMHA Durham has developed a Strategic Business Plan that is aligned with the Central East Local Health Integration Network (CE LHIN). The new plan envisions 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 Durham's Mission.

This is an excellent opportunity to assist in ensuring the continued success of CMHA Durham. 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.

Governance Board with few opportunities for hands-on opportunities to help.





Application for Board of Directors

Name		
Address	Business:	
	Home:	
Telephone Numbers	Business:	Home:
Fax Number	Business:	Home:
E-Mail Address	Business:	Home:

Eligibility Criteria and Conditions of Nominations:

- a) Applicant must be at least 18 years of age.
- b) Applicants will be elected in rotation to a three (3) year term.
- c) Applicant must work or reside in the catchment area of Durham Region.
- d) No employee, staff or board member of another health service provider within the CE LHIN is eligible for election to the Board.
- e) No member of extended family, a close personal friend or business acquaintance of a director is eligible for election to the Board (except by special Board consideration).
- f) Undischarged bankrupts are ineligible to serve as a director.
- g) Directors must fulfill the requirements and responsibilities of their position and abide by the policies as described in the attached "Duties and Expectations of a Board Director" and by the By-Laws of the Corporation.
- h) Applicants will be required to provide a recent "Criminal Information Request" and a "Vulnerable Sector Check" obtained from the DRPS to be placed in the Corporations files.



Please list board experience:

Please describe any linkages you may have had with various health care groups within the Central East Local Health Integration Network (CE LHIN):

Describe personal or family involvements with mental health & addictions issues:

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”. (Building on Strength: Improving Governance and Accountability in Canada’s Voluntary Sector, The Panel on Accountability and Governance in the Voluntary Sector, 1999. P. 40)



The Board seeks a complementary balance of knowledge, skills and experience at a Governance Level. Please identify those areas in which you have basic (B) or advanced (A) competencies:

Board & Governance	Business Management	Education/Teaching	Finance	Government/Political Acumen	Broad Knowledge of Healthcare System	Health Care Administration/Policy	Legal	Public Relations/Marketing/Communications	Quality/Risk Management	Strategic Planning	Fundraising (large scale)	Other: Please specify:

Please indicate (√) if there are areas of board activity/responsibility that are of particular interest to you:

Finance:	_____	Governance & Policy Development:	_____
Strategic Planning:	_____	Fundraising: (Large Scale)	_____
Quality Improvement:	_____	Other:	_____

Please provide us two references that are familiar with your previous board or committee experience:

Name:	_____	Name:	_____
Address:	_____	Address:	_____
Telephone:	_____	Telephone:	_____
Email:	_____	Email:	_____
Relationship:	_____	Relationship:	_____



Please attach a brief up-to-date resume.

By submitting this application and a resume, I declare that:

1. I meet the eligibility criteria and accept the conditions of nomination as set out.
2. I certify that the information in this application and my resume is true.

Signature

Date

By **Mail** to:
Gordon Glibbery, Chair
CMHA Durham
60 Bond Street West
Oshawa, ON
L1G 1A5

With Board Recruitment in
the Subject Line **Email** to:
Gordon Glibbery, Chair
CMHA Durham
susanneh@cmhadurham.org

By **Fax** to:
Gordon Glibbery, Chair
CMHA Durham
905-436-8761

CMHA Durham thanks you for your interest, however only successful candidates will be contacted.

