

Maltby Centre	Section: Governance Subsection: Ensure Board Effectiveness	Number: 1.4.10	Total Pages: 6
<u>Subject:</u>  <b>Application to Serve on the Board of Directors</b>		<u>Date of Issue:</u> November 23, 2020	
<u>Status:</u> Approved  <u>Issuing Authority:</u> Board of Directors		<u>Revision Date(s):</u> February 28, 2022	

**Purpose**

This policy outlines the process by which an application can be made to become a member of the Maltby Centre Board of Directors.

**Scope**

The policy pertains to the Board of Directors (Board) at Maltby Centre.

**Policy Statement**

The Board is a skills/knowledge-based Board with a passion to serve. Board members are chosen for their skill, competency, knowledge and experience, which will support the mission of Maltby Centre. While in keeping with the objective of maintaining a skills/knowledge-based Board, Board membership should reflect gender balance and the diversity of Maltby Centre’s catchment area.

When the applicant has currently or has had within the past year, a child (children), or other family member/relative, receiving services from the Maltby Centre, they are ineligible for appointment to the Maltby Centre Board of Directors for a period of one year after cessation of treatment of the child (children), family member/relative.

**Procedure**

- (a) To apply to be a member of the Maltby Centre Board of Directors, the attached candidate form must be completed and submitted along with a copy of a current resume or a brief biographical sketch.
- (b) Applications are completed via an electronic submission process available through Maltby Centre’s website: [www.maltbycentre.ca](http://www.maltbycentre.ca). Applicants that do not have access to electronic devices may submit a hardcopy application through the Board Liaison.
- (c) Applications are accepted at any time and kept on file. Specific deadlines may be set from time to time by the Governance Committee as appropriate and will be advertised in local print media and on the hospital’s website.

(d) Additional information about the application process can be obtained by contacting the Board Liaison.

## Appendix A

### Guidelines for Eligibility of Members of the Corporation

#### *Excerpts taken from Maltby Centre Bylaws*

#### 5.2 Eligibility

- (a) Each candidate for Director shall be a person at least eighteen (18) years of age, shall reside or be employed within the geographic boundaries of Frontenac and Lennox and Addington Counties, shall be a Member in good standing, and must comply with the Board's current membership policy which may include providing a current criminal reference check, completed within the past thirty days through CPIC (Canadian Police Information Computer).
- (b) No employee of the Agency or any person related to any such employee, including any child, parent, spouse, brother or sister of an employee shall be eligible to serve as Directors of the Agency.
- (c) No former Agency employee may be a Director until two (2) years have elapsed since the termination or expiry of their employment.
- (d) No former Director of the Board may be an employee until two (2) years have elapsed since the termination or expiry of their last term in office as a Director.
- (e) No solicitor acting for the Agency, or for any Client or Party adverse in interest to the Agency, is eligible to be a Director while so acting.
- (f) No person who is an undischarged bankrupt may be a Director.
- (g) Any Director who becomes ineligible pursuant to the provisions of this Section 5.2 thereupon immediately ceases to be a Director and shall be deemed to have resigned, thereby creating a vacancy.

Appendix B  
**Application for Nomination to the Board of Directors**

<b>Name:</b>	<b>Telephone/Cell:</b>	<b>Fax:</b>
<b>Mailing Address:</b>	<b>Email:</b>	<b>Occupation</b>

<b>1. Please describe any previous or current volunteer work, Board involvement, related interests or experience</b>
<b>2. Describe why you are interested in becoming a Board Member of Maltby Centre</b>
<b>3. In your view, what are some of the important issues facing our children and family?</b>
<b>4. What skills or expertise would you bring to this Board?</b>
<b>5. What do you hope to get out of serving this Board?</b>
<b>6. Anything else you think we should know?</b>

Click all that apply:	Yes	No
Are you 18 years or older?	<input type="checkbox"/>	<input type="checkbox"/>
Do you reside or are you employed in KFLA?	<input type="checkbox"/>	<input type="checkbox"/>
Are you an employee or related to an employee of Maltby Centre?	<input type="checkbox"/>	<input type="checkbox"/>
Have you or a family member received services from Maltby Centre within the past year?	<input type="checkbox"/>	<input type="checkbox"/>

**Maltby Centre is focused on quality of governance, leadership, and service. One determinant of Board quality includes the complimentary broad mix of skills, experience, and knowledge of the Board's Directors. This collective set of abilities empowers the Board's role in organizational oversight. Please assess your skills and knowledge in the following areas below. Directors do not require proficiency in all skills listed.**

<b>Rating Definitions:</b> <u>Advanced</u> : formal certification, degree, or demonstrated understanding/knowledge <u>Intermediate</u> : above average understanding/knowledge <u>Basic</u> : general or modest understanding/knowledge <u>None</u> : no understanding/knowledge		<b>Rating</b>			
		<b>Advanced</b>	<b>Intermediate</b>	<b>Basic</b>	<b>None</b>
<b>Skill/Knowledge</b>	<b>Definition</b>				
Financial	Qualifications in accounting and/or finance and experience with analyzing key financial statements; critically assessing financial viability and performance, risk assessment, contribute to strategic financial planning; oversee budget and efficient use of resources; oversee funding and accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business and Management	The skill and experience required to execute the fiduciary and oversight requirements of the Board; has held or holds a senior level management/executive position, to give good advice and challenge thinking.  Broad management and leadership experience involving human, financial, technological, and other resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strategic Planning	<p>Macro understanding of the child and youth mental health and autism system and the longer term implications and opportunities. Have been actively involved in previous strategic planning processes. Have a strong understanding of the Board's role in development, agreement, and monitoring of the strategic processes.</p> <p>Able to look at issues in a broad context, taking into account a wide range of influence and circumstances, and see the implication of decisions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enterprise Risk Management	<p>Critical understanding of Enterprise Risk Management, understanding that taking on some risk is sometimes a necessity but still within legal and regulatory confines.</p> <p>Demonstrated ability to think critically to ensure the effective management of opportunities and adverse impacts.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transformation	<p>Promote a culture of change by understanding the dynamic nature and factors impacting successful and sustainable outcomes.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integration and Systems Enabler	<p>Understands the reasons for ongoing organizational system behaviour, and then underlying problems, opportunities or political forces affecting the operations.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovation	<p>Recognized as a thoughtful and inspiring leader and one who has led innovative approaches and/or new ventures. A person who can see opportunities and enhance the Board and management's ability to seek new approaches.</p> <p>Encourages well considered and planned risk taking that drives new thinking and approaches that lead to innovative approaches and outcomes.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Relationship Building	<p>Has been actively engaged in the community and is seen as a community influencer/leader.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality & Performance	<p>Quality and safety expertise in business/industry/other. Understanding of quality issues and performance measurement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Please provide us with two references including name, address, telephone number and capacity in which they know you.

**Reference #1**

<b>Name:</b>	<b>Telephone:</b>
<b>Address:</b>	<b>Relationship to Applicant:</b>

**Reference #2**

<b>Name:</b>	<b>Telephone:</b>
<b>Address:</b>	<b>Relationship to Applicant:</b>

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Please complete and return it to our Executive Assistant, Jane Gordon, via e-mail [jgordon@maltbycentre.ca](mailto:jgordon@maltbycentre.ca). We recommend that you submit a resume, however it is not a requirement. Once received, the Governance Committee will review your submission and respond back to you. Thank you again for your time and interest.

Karen Fleming  
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