



Board of Directors Expression of Interest

Thank you for your interest in serving on the Sandy Hill Community Health Centre's (SHCHC) Board of Directors. We want to ensure the Board is comprised of talented and dedicated Directors with a diverse mix of expertise, experience, skills and backgrounds. A Board composition that reflects the diversity of our community strengthens the value we bring to our members and enhances our ability to improve access to healthcare for underserved populations.

To submit your name to be considered for a Director position with the SHCHC's Board of Directors, please read the information below and complete the enclosed form. All completed applications should be emailed to Cristina Coiciu at ccoiciu@sandyhillchc.on.ca, no later than March 31, 2024. All expressions of interest will be subject to review by the Nominations and Governance Committee.

1. Board of Director Description and Duties

The Board of Directors is the legal and governing authority for the SHCHC. As a member of the Board, a Director must act in a position of trust for members. A Director is informed on organizational matters and participates as needed in the Board's deliberations and decisions regarding policy, finance, programs, membership and advocacy. A candidate for the Board must be a member in good standing of the Centre. A Director will serve a two (2) year term. This is a volunteer position and Directors will not be financially compensated.

Duties of a Director include:

- Supporting the mission and vision of the organization;
- Attendance at Board meetings;
- Participating in informed discussion regarding the organization;
- Monitoring and reviewing policies;
- Reviewing organizational by-laws;
- Reviewing and approving the budget;
- Accommodating different views and ensuring informed discussion in a collegial atmosphere;
- Approving, where appropriate, policy and other recommendations received from the Board, its standing committees and other staff members;
- Participating in the development and/or implementation of the organization's strategic plan;
- Regular promotion and engagement with the organization.

2. Board Director Time Commitments

Directors will be expected to attend the meetings of the Board (which are held once a month, except July and December), and to participate actively in at least one committee. Additional meetings may be required and are subject to change with or without notice.

3. Board of Directors Expression of Interest Application Form

Candidate Information

Full name: _____

Address: _____

Phone: _____ E-mail: _____

Are you a client of our services? ☐ Yes ☐ No

Are you a member of the Francophone community? ☐ Yes ☐ No

Are you a member of the Indigenous community? ☐ Yes ☐ No

Are you a member of the LGBTQ2+ community? ☐ Yes ☐ No

Additional Information

1. We are looking for Directors with diverse personal and professional experiences. Please list any volunteer positions held, interests and/or projects with which you have been involved, that you feel are relevant.

2. What do you expect as a benefit from serving as a volunteer board member with our organization?

3. If you are not chosen for Board candidacy this year, would you like us to share your contact information with one of our committees if there is an opening?

☐ No, thank you.

☐ Yes, specifically with the:

☐ Emerging Issues Committee

☐ Quality and Performance Committee

☐ Audit and Finance Committee

☐ Nominations and Governance Committee

4. Nominations Process

- All Board members must be members of the Centre, so candidates who do not meet this condition are invited first to apply for membership with the Centre. All membership applications are approved by the Board at their regular monthly meetings.
- Candidates have the opportunity to attend our Board meetings and/or participate as a member of one of the Board Committees. By participating with the Board over the course of a few meetings, candidates will gain valuable experience and increase their understanding of our Centre's activities, as well as how community governance is practiced by the Board of Directors at SHCHC.
- To be eligible for Board nomination, all candidates should meet the following requirements:
 - be 18 years of age or more;
 - be a resident of the city of Ottawa;
 - represent a community perspective and/or to possess skills that are needed by SHCHC; to assess this, the candidate is asked to fill out the Board Skills Inventory Survey available at this link: <https://survey.alchemer-ca.com/s3/50237437/SHCHC-2024-25-Board-Skills-Experience-Survey>;
 - provide a recent curriculum vitae;
 - all candidates should attend at least two Board meetings prior to nomination; by attending these meetings, candidates can connect with other Board members, and observe how the Board conducts their business;
 - candidates should participate in an orientation and an informal interview with the Executive Director, the Board Chair and/or Board Secretary;
 - candidates should be able to provide at least one referee for a personal reference check.

To be considered for a Director position, please use the button below to submit your completed application, or email the form to Cristina Coiciu at ccoiciu@sandyhillchc.on.ca. Applications will be received until March 31, 2024. The Nominations and Governance Committee will follow up with all applicants to confirm a decision.

By submitting a completed expression of interest form, you agree to the commitments outlined on page 1.

Signature:

Date:

For more information on who we are and what we do, please visit our website at www.sandyhillchc.on.ca.