

Instructions

To apply to be a Board Community Member on a Standing Committee of the Board of the Haliburton Highlands Health Services (HHHS) Corporation, please complete the attached form and submit it with a covering letter and a copy of your current resume. Please include names and contact information for at least three references.

Please submit your full application via email quoting “**HHHS Board Community Member Recruitment**” in the subject line to mhenry@hhhs.ca. The application deadline is **March 1, 2025**.

Applicants will be considered for a position as a Board Community Member on one of the Board’s Standing Committees. This is based on annual Board recruitment needs.

Eligibility Criteria and Conditions of Appointment

1. Board and Committee members **must** be a Member of the Corporation.
2. To be qualified for election or appointment as a Director, the individual **must**:
 - i. be at least 18 years of age;
 - ii. not have not been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property;
 - iii. not have not been found to be incapable by any court in Canada or elsewhere;
 - iv. not have the status of a bankrupt; and/or
 - v. not be an “ineligible individual” as defined in the *Income Tax Act* (Canada) or any regulations made under it; and/or
 - vi. not be an Excluded Person¹.

Diversifying Board Community Members

At HHHS, we recognize and respect the contributions that a diverse team can make to our healthcare system. We welcome candidates of diverse backgrounds, abilities, and identities to apply. If you require assistance or accommodations in the process, please contact Michel Henry for prompt support.

Expectations of Board Community Members

1. Board Community Members are required to obtain a criminal reference check.
2. Board Community Members are expected to commit the time required to perform committee duties. The minimum time commitment is approximately 4 to 6 hours per month, nine meetings per year.
3. Board Community Members **must** fulfill the requirements and responsibilities of their position, including preparing for and attending meetings, upholding their fiduciary obligation to HHHS, and working cooperatively and respectfully with other Board and community members. Board Community 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.
4. Board Community Members **must** sign Annual Declarations and Consents.

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 ext. 2248.

¹ An Excluded Person as defined in the Haliburton Highlands Health Services Corporation By-law 2024-1 means (i) any member of the Professional Staff other than the members of the Medical Staff appointed to the Board pursuant to the Public Hospitals Act; (ii) any employee other than the President and Chief Executive Officer; and any spouse, child, grandchild, parent, grandparent, brother, sister or member of the household of an employee of the Corporation or member of the Professional Staff.

**2025 APPLICATION FOR
Board of Director &
Board Community Representative**

APPLICANT CONTACT INFORMATION:

Surname:		First Name:	
Home Address:			
City:		Province:	Postal Code:
Relevant Municipality within the Catchment Area (circle one):			
Algonquin Highlands	Dysart et al	Minden Hills	Highlands East
North Kawartha	Kawartha Lakes	Lake of Bays	Bracebridge Township
Phone No:		E-mail Address:	
Preferred Method of Contact: Phone <input type="checkbox"/> Email <input type="checkbox"/>			

Conflict of Interest Disclosure Statement

Board and Community members must avoid conflicts between their self-interest and their duty to HHHS. 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 members are asked to identify areas of knowledge, skills and experience by completing **Page 3** 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; and
- (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 COMMUNITY MEMBER SELF ASSESSMENT KNOWLEDGE, SKILLS AND EXPERIENCE

Name: _____

Date: _____

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				