



CAMPBELLFORD

MEMORIAL HOSPITAL FOUNDATION

Thank you for your interest in the Campbellford Memorial Foundation Board of Directors and other Volunteer opportunities. Enclosed is an application package.

Prior to completing the package, please read the following:

- Appendix A - "Governance and the Role of a CMH Foundation Board Member"
Appendix B - "Board Member Competencies"

If you have any questions prior to submitting your application please feel free to contact us at (705)632-2014

We ask that you submit your **application and curriculum vitae** electronically, by mail or in person to:

John Russell, CFRE Executive Director
Campbellford Memorial Hospital Foundation
146 Oliver Road, Campbellford, ON K0L 1L0
E-mail: jrussell@cmh.ca

Thank you for your interest in the
Campbellford Memorial Hospital Foundation.

The mission of the Campbellford Memorial Hospital Foundation is to motivate donors to meet the current and future needs of the Campbellford Memorial Hospital and its campus.

CONFIDENTIAL

**CAMPBELLFORD MEMORIAL HOSPITAL (CMH)
FOUNDATION**

Board Member Application

This form will assist us in getting to know you better.

John Russell, CFRE Executive Director
Campbellford Memorial Hospital Foundation
146 Oliver Road, Campbellford, ON K0L 1L0
E-mail: jrussell@cmh.ca

Name: _____ **Date Completed:** _____

Most Recent Employment Information:

Position/Title: _____

Business Name:

Business Address:

Telephone: _____

Fax: _____

E-Mail: _____

Home Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Please briefly state your reasons for wishing to become a director and/or volunteer:

EXPERIENCE	DETAILS
Business & Industry	
Community and/or Charitable Organizations	
Education	
Accounting and Finance	
Philanthropic Leadership	
Government and Public Relations	
Health / Medical	
Investment	
Legal	
Management	
Indigenous Perspective	

Certification and Eligibility:

Respondents must complete this section in full and return with application.

1. I confirm that I have read the Qualifications of Directors and that I meet all these requirements of eligibility.
2. I confirm that I will support the mission and strategic direction of the Campbellford Memorial Hospital Foundation.
3. I understand Board membership requires a time commitment, which will vary based upon issues that arise from time to time.
4. I have reviewed and intend to comply with all items contained in the Foundation Bylaw dated April 2013 (Appendix B), including the responsibilities and powers of the Board, confidentiality, public relations, and conflict of interest.
5. I confirm that I am not an ineligible individual.

Definition of an ineligible individual:

- An individual who has a relevant criminal offence which includes convicted of a criminal offence in Canada or similar offence outside of Canada relating to financial dishonesty (including tax evasion, theft or fraud), or any other criminal offence that is relevant to the operation of the organization, for which he or she has not received a pardon.
 - Has been a member of the board of directors, a trustee, officer or equivalent official, or an individual who otherwise controlled or managed the operation of a charity during a period in which the organization engaged in serious non-compliance for which its registration has been revoked within the past five years.
 - Has been at any time a promoter of a gifting arrangement or other tax shelter in which a charity participated and the registration of the charity has been revoked within the past five years that included or were related to its participation.
6. If asked, I will provide a Police Record Check Clearance form, as part of the Board Application interview process.

I confirm all the statements above and wish to have my name considered by the Nominating Committee of the Campbellford Memorial Hospital Foundation with respect to the appointment to the Board of Directors.

Full Legal Name: _____

Signature: _____ Date: _____

APPENDIX A



Governance & the Role of the CMH Foundation Board Member

Board Size and Term of Office

- The Board be established with 10 members at large, 1 CMH Staff member and 4 voting ex officio members (the Hospital Board Representative, the Hospital Chief Executive Officer, the Hospital Auxiliary Representative & and Hospital CFO).
- Directors be elected for two or three-year terms, with any vacancy being filled for the unexpired balance of the term;

General Principles

- The Board acknowledge the director's ten principle duties are as follows:
 1. To undertake strategic planning aimed at carrying out the organization's mission;
 2. To ensure that the Board understands its responsibilities and avoids conflict of interest;
 3. To be transparent including communication with members;
 4. To develop appropriate structures and processes for the organization;
 5. To maintain fiscal responsibility;
 6. To ensure that an effective management team is in place and to provide oversight of human resources;
 7. To implement assessment and control systems;
 8. To plan for succession and diversity of the Board and for succession of senior management;
 9. To undertake risk management;
 10. To commit itself and the organization to continuous improvement.

Director Competencies

There is no one single competency that determines who will be an effective director, but suffice it to say that candidates should have the following demonstrated attributes:

- The ability to work collegially with others;
 - Leadership skills (to be differentiated from the ability to manage);
 - Be a strategic thinker;
 - Have a long term view;
 - The ability to empower others.
- The generosity and commitment of generous donors and effective fundraisers should not be the sole criteria for appointment to the Board. To be clear, major donors and fundraisers are welcome candidates but their candidacy must be assessed by the same criteria as every other candidate.

Geographic Representation

- The nominating committee shall have regard to the desirability of having regional representation on the Board, but that balanced regional representation should not be the controlling criteria in the selection of future Board members.

Other Considerations

Each Board member is expected to:

- Make an annual gift to the Foundation commensurate with his/her ability to give
- Attend and/or volunteer at as many of the Foundation events as possible
- Give consideration to planning a gift (insurance, bequest, etc.) to the Foundation sometime during his/her Board term. This issue is revisited after the first three year term with a stronger request.

When we are in a capital campaign, Board members are asked to make a pledge over three to five years. This must be a stretch gift in addition to their annual gift.

Foundation Board Members will be asked about their comfort in being either an “asker” or a “connector”.

“*Asker*” – Assisting the Foundation Staff and Volunteers with directly making request for gifts to the Hospital.

“*Connector*” - Bringing forward names and contacts who would be good major gift prospects. The Board member’s role is to then “connect” with the person, arrange to bring them in for a tour of the facility and a meeting with the Executive Director. Once they’ve successfully “connected” their contact with us, they can step back out of the picture.

APPENDIX B

Campbellford Memorial Hospital Foundation

BOARD OF DIRECTOR COMPETENCIES

General Competencies

- Commitment to CMH & Foundation
- Philanthropic Leadership
- Effective Communication & Advocacy Skills
- Integrity
- Strategic & Change Leadership
- Political Acumen
- Analytical Decision Making
- Knowledge & Ties to the Community.
- Access to Influential Network.
- Creative Thinking.
- Strategic Planning Experience
- Cultural/Gender Diversity

Specific Competencies

- Government Relations Expertise
- Fundraising Solicitation Experience
- Financial Management Expertise
- Legal Expertise
- HR/Executive Performance Review
- Public Relations & Marketing Expertise
- Indigenous Perspective

Board Expectations

- Regular attendance at meetings and events
- Participating/supporting CMHF activities
- Annual commitment to meaningful donation
- Confidentiality

CMH Foundation Bylaws to be distributed during Board Member Training Session or earlier.