



North Lambton Community Health Centre

INFORMATION PACKAGE FOR PROSPECTIVE MEMBERS OF THE BOARD OF DIRECTORS

The North Lambton Community Health Centre (the Centre or NLCHC) is a not-for-profit corporation, providing primary health care, health promotion, and illness prevention services at four sites: Forest, Kettle Point, Sarnia and Watford, in designated service areas in Lambton County (see attached map). The Centre's funding is primarily provided by the Ontario Ministry of Health and Long-Term Care (MOHLTC) through the Erie St. Clair Local Health Integration Network (LHIN). The LHIN stipulates the services and programs offered by the Centre.

The Centre is governed by a volunteer Board of Directors whose responsibilities are:

- Provision of strategic leadership for the organization, in keeping with its Mission, Vision and Values.
- Policy development, quality improvement, and risk management/accountability.
- Ensuring there is a clear distinction of Board, Committee, and Staff roles, with delegation of operational responsibility to the Executive Director and staff through clear policies and procedures.

The Board remains accountable for all aspects of the Corporation's activities and receives appropriate, timely information and reports from the Executive Director and/or staff to fulfill the accountability requirement.

The Board is comprised of 13 members:

- 2 members are appointed by the Council of Kettle and Stony Point and/or the Council of Aamjiwnaang First Nations;
- 5 members are elected from the West Lambton catchment area;
- 1 member is elected from the East Lambton catchment area; and
- 5 members are elected from the North Lambton catchment area

Members of the Board of Directors are elected by the membership of the North Lambton Community Health Centre at the Annual General Meeting held in June.

Although Board members are appointed or elected from a particular catchment area; they are responsible for decision-making reflecting the needs of the entire Centre. Board members serve a three-year term. The terms of one-third of the members expire each year. Outgoing members are eligible to stand for re-election. A formal orientation session which provides more details on the Board's roles and responsibilities, the

Centre and its programs is held for the new Board Members shortly after they are elected or appointed.

Once elected, or appointed, a Board Member is expected to actively participate in the activities of the Board, particularly the monthly Committee and Board meetings. All Board Members are assigned to one or more standing committees of the Board - Resources or Quality Performance. In addition, there is an Executive Committee that is comprised of the Board Chair, Board Vice Chair, Board Past Chair, the Secretary-Treasurer and the Chairs of the Quality Performance and Resources Committees. The Committees usually meet on a monthly basis. Committee meetings are equally as important as the Board meetings. Please see Attachment 1 for details of the committees.

Materials for discussion are provided in advance to assist the Board members to prepare for each meeting.

In addition, the members of the Board of Directors take part in special projects such as the Strategic Planning Exercise and Accreditation Review and will have the opportunity to periodically participate in public relations activities at the Centre such as open houses or educational events and social events with the staff and/or volunteers.

The time commitment for these activities should not exceed an average of three meetings per month, although more time will be required when the Board Member takes on a leadership role, such as Board Chair, Secretary/Treasurer, Chair of the Quality Performance or Resources Committee, or when a special project is under way.

Please visit www.nlchc.com for information on our Annual Report, Strategic Plan and Multi-sector Accountability Agreement (MSAA).



North Lambton Community Health Centre BOARD MEMBER APPLICATION FORM

Please provide the following information:

Name: _____

Address: _____
Principal Residence

Telephone: _____ (Home)

_____ (Work)

Fax: _____

Email: _____

To assist the membership in the selection of Board members, would you please provide us with the following information.

1. In which of the catchment areas do you live? (see map)
2. Do you use the services offered at the NLCHC? YES NO
3. Have you ever been a volunteer at the NLCHC? YES NO

It is important to have Board members who have links to the communities we serve and skills to assist with the governance of the Centre. Please indicate below which of the following areas you have experience in.

- | | |
|---|---|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Community Engagement |
| <input type="checkbox"/> Finance and/or Accounting | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Human Resources/Labour Relations | <input type="checkbox"/> Program Development |
| <input type="checkbox"/> Board Governance | <input type="checkbox"/> Ethics/Research Evaluation |
| <input type="checkbox"/> Education | <input type="checkbox"/> Property Management |
| <input type="checkbox"/> Quality/Risk Management | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Diversity | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Information Technology | |

Continued on next page

Please tell us why you would like to be a Board Member:

A Criminal Reference Check will be required for successful candidates.

References: To learn more about our Board candidates, we like to talk with people who know them well. We would like your permission to contact two people.

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Signature of Applicant: _____

Date: _____



COMMITTEE	RESPONSIBILITY	INTEREST	
		YES	NO
GOVERNANCE COMMITTEE	<p>To ensure processes and policies are in place to support effective functioning of the Board.</p> <p>To ensure that policies and processes are in place for strategic planning</p>		
QUALITY PERFORMANCE COMMITTEE	<p>To monitor the delivery of health promotion and illness prevention programs and primary care services according to the Community Health Centre (CHC) model of care;</p> <p>To monitor and set targets for service delivery according to LHIN/MOHLTC guidelines.</p> <p>To ensure that quality improvement is an integral component of the all the Centre's governance, management and service delivery activities at all sites.</p>		
RESOURCES COMMITTEE	<p>To monitor the resources required for the operation of NLCHC in the areas of:</p> <p><u>Finance</u> – budgets, audits</p> <p><u>Facilities</u> – owned and leased property, equipment, supplies</p> <p><u>Human Resources</u> – policies</p> <p>To ensure that these resources are utilized in accordance with the standards set by the LHIN/MOHLTC including appropriate policies and procedures.</p>		

North Lambton Community Health Centre CATCHMENT AREAS



- North Lambton
- West Lambton
- East Lambton