

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 five sites: Forest, Kettle Point, Sarnia (2), and Watford, in designated service areas in Lambton County (see attached map). The Centre's funding is primarily provided through Ontario Health.

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 11 members: nine (9) elected from the communities we serve, and two (2) members appointed by the Council of Kettle and Stony Point and/or the Council of Aamjiwnaang First Nations.

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

Board members 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 of the Whole and Board meetings. In addition to the Board, all Directors are also members of the Committee of the Whole. There is an Executive Committee that is comprised of the Board Chair, Board Vice Chair, Board Past Chair, the Secretary-Treasurer. The Board and

Committee of the Whole normally meet monthly. Agenda materials are provided in advance to assist the Board members in preparing for each meeting.

In addition, the members of the Board of Directors take part in periodic special projects such as the Strategic Planning Exercise and Accreditation Review and will have the opportunity to 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 is an average of two meetings per month, including attendance and meeting preparation time, although more time will be required when the Board Member takes on a leadership role, such as Board Chair, Secretary/Treasurer, Vice Chair, 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)

Date of Birth: _____

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 and what skills, expertise or qualities do you have that would benefit our Board:

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: _____



**North Lambton
Community Health Centre**

COMMITTEE	RESPONSIBILITY
GOVERNANCE COMMITTEE	<p>To ensure processes and policies are in place to support the 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 Ontario Health 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 <u>Facilities</u> – owned and leased property, equipment, supplies <u>Human Resources</u> – policies</p> <p>To ensure that these resources are utilized in accordance with the standards set by the Ontario Health including appropriate policies and procedures.</p>

North Lambton Community Health Centre CATCHMENT AREAS



- North Lambton
- West Lambton
- East Lambton