



## Application Package: Board of Directors

---

Please find enclosed an application for to join the Board of Directors or a board committee at Grand River Hospital (GRH). Along with the application, we have also included relevant board policies related to the roles, responsibilities and duties of our board and committee members. Additional information can be found on our website:

[www.grandboard.ca](http://www.grandboard.ca)

One of GRH's strategic priorities is to advance diversity, equity and inclusion across the organization by creating structures and launching programs for long-term, sustainable change. The Board is taking a lead on this priority through its recruitment, development and functioning.

Any applicant who requires accommodation through the application, interview or selection processes, please contact the Manager of Governance & Corporate Projects (below) in advance for assistance.

Please note that all responses are confidential. If you are interested in being considered for the Board or a board committee, please send your application by email **no later than 4:00 pm, April 3, 2023** to:

Catherine Heal, Manager, Governance & Corporate Projects  
Email: [board@grhosp.on.ca](mailto:board@grhosp.on.ca)

Thank you for your interest in Grand River Hospital.

Best regards,

Caroline Meyer  
Chair, Governance and Community Engagement Committee

*\*Disclaimer: Please note that GRH does not guarantee that personal information sent to any GRH email addresses is protected against all privacy risks. By submitting your application by email, you are accepting the privacy risks associated with this form of communication.*

# Application for Board of Directors/ Board Committees, 2023



## 1. Instructions

- (a) To participate in the recruitment of the Grand River Hospital Board of Directors, please complete this form including Schedule A and submit it with a copy of your current resume or a brief bio.
- (b) To submit your application, or for more information or any accommodation, please contact Catherine Heal:  
**Governance & Community Engagement Committee, Board of Directors**  
[board@grhosp.on.ca](mailto:board@grhosp.on.ca)
- (c) Please refer to Schedule B for the recruitment priorities for this year's recruitment process.

## 2. Applicant Contact Information

Surname:		First Name:	
Home Address:			
City:	Province: ON	Postal Code:	
Home Phone Number:		Business Phone Number:	
E-mail Address:			
Preferred Method of Contact:      Home Phone <input type="checkbox"/> Business Phone <input type="checkbox"/> E-mail <input type="checkbox"/>			

## 3. Eligibility Criteria and Conditions of Appointment (see the Corporation By-laws for more detail)

- (a) Directors must fulfill the requirements and responsibilities of their positions, including preparing for and attending Board and committee meetings, upholding their fiduciary obligation to the hospital, and working co-operatively and respectfully with other Board members. Directors must comply with the Public Hospitals Act and other legislation governing the hospital, the hospital's by-laws and policies, and all other applicable rules.
- (b) Directors are expected to commit the time required to perform Board and committee duties. The time commitment is estimated to be 10-15 hours per month for Directors, and 5 hours per month for non-Director Committee Members. Directors and committee members must attend at least 75% of their meetings. New members must attend all orientation sessions.
- (c) Directors should have familiarity of the social, economic and political characteristics of the Region of Waterloo.
- (d) Directors must sign a Declaration confirming their agreement to adhere to their fiduciary duties and board and hospital policies.
- (e) In accordance with the Ontario Not-for-Profit Act or the Grand River Hospital Corporation Corporate By-law, persons excluded from being appointed or elected as a Director or non-Director Committee Member include:
  - i. is under 18 years old;
  - ii. has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property;
  - iii. has been found to be incapable by any court in Canada or elsewhere;
  - iv. has the status of a bankrupt;
  - v. is an "ineligible individual" as defined in the Income Tax Act (Canada) or any regulations made under it;
  - vi. is a current employee or Professional Staff member, unless the Board otherwise determines or as required by legislation;

## Application for Board of Directors/ Board Committees, 2023



- vii. is the spouse, child, parent, brother or sister of a person referred to in e(vi), unless the Board otherwise determines.

### 4. Conflict of Interest Disclosure Statement

Directors must avoid conflicts between their self-interest and their duty to the Corporation. 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 or a board committee.

---

---

---

---

---

### 5. Knowledge, Skills, and Experience

Please indicate your areas of knowledge, skills and experience by completing **Schedule A** and tell us briefly about yourself by answering the questions below.

Which areas of board work are of particular interest to you?

---

---

Please describe any association you have or may have had with other health care groups within the Waterloo Wellington community:

---

---

Please list current or prior board experience:

---

---

One of the Board's priorities is to advance diversity, equity and inclusiveness through its recruitment, learning and development. Please briefly share with us the perspectives and experiences you might bring to help our Board excel in this regard.

---

---

## Application for Board of Directors/ Board Committees, 2023



### 6. Police Clearance

A police records check will be required prior to appointment on the Board of Directors.

### 7. Declaration

By submitting this application, I declare the following:

- (a) I meet the eligibility criteria and accept the conditions of appointment set out above;
- (b) I have read and agree to comply with the following:
  - (i) Role description – Duties and Expectations of a Director
  - (ii) Code of Conduct Policy
  - (iii) Confidentiality Policy
  - (iv) Conflict of Interest Policy
- (c) I certify that the information in this application and in my resume or biographical sketch is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Application for Board of Directors/ Board Committees, 2023



## Schedule A

### Knowledge, Skills, and Experience

Please indicate your areas of knowledge, skills, and experience by checking off the relevant boxes in the table below. It is not expected that you possess knowledge, skill or experience in all the areas set out in the table. Please indicate only those areas that apply to you.

**Basic:** Limited exposure or training

**Intermediate:** Personal or business experience; work with experts; some training or education in the skill

**Advanced:** Competent practitioner or expert; able to instruct or advise others in the skill area

<b>Accounting</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Legal</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Board and Governance</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Patient &amp; Health Care Advocacy</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Business Management</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Political Acumen</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Diversity, Equity, and Inclusion</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Project Management</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Education</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Public Affairs &amp; Communications</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Ethics</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Quality &amp; Patient Safety Management</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Finance</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Quality &amp; Performance Management</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Government &amp; Government Relations</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Research &amp; Innovation</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Health Care Administration &amp; Policy</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Risk Management</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Human Resources Management</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Stakeholder &amp; Community Engagement</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Information Technology &amp; Information Management</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Strategic Planning</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Labour Relations</b> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	

**Schedule B:**

**Recruitment Priorities for the 2023 Recruitment Process**

1. Diversity, Equity, and Inclusion
2. Legal expertise
3. Financial Investment
4. Risk management
5. Governance in the innovation sector
6. Collaborative governance
7. Collaboration and partnership
8. Leadership in a high performing/high reliability organization
9. Political acuity