



Join the Board of Directors at CMHA Niagara

As the oldest and largest adult mental health agency in Niagara, Canadian Mental Health Association, Niagara Branch (CMHA Niagara) is currently seeking candidates for positions on our Board of Directors. The position is a three-year term, with an option of two additional three-year terms. We are looking for individuals from a diverse range of backgrounds and experiences who are interested in helping us fulfill our vision of a Niagara where mental health is recognized, supported and optimized.

As a member of our strategic governance Board, you will act in a position of trust for the community and be responsible for overseeing initiatives of the agency as well as participating in policy and strategy development. The Board of Directors meets semi-monthly, and additional time commitments may be required throughout the year for various Board activities and fundraising events.

We have a skills-based Board that balances experience, knowledge, and professional expertise. To maintain this balance, we welcome all interested parties, however preference will be given to applicants that can bring one or more of the following mindsets:

- ◇ Strategic Planning
- ◇ Business / Finance
- ◇ Human Resources
- ◇ Board Leadership / Governance
- ◇ Risk Assessment / Management
- ◇ Advocacy / Legal
- ◇ Medical / Social Service Delivery
- ◇ Social / Health / Wellness
- ◇ Fundraising / Marketing
- ◇ Quality Management

CMHA Niagara strives to be a culturally competent organization, representative of Francophone, multi-cultural, Two Spirit and LGBTQ+, indigenous and other backgrounds that reflect the diverse makeup of Niagara. Participation of people with lived experience is integral to our work as Board Members.

Please submit your expression of interest or confidential query to Tara McKendrick at tmckendrick@cmhaniagara.ca. Please include the term "Board of Directors" in the subject line of your email.

To learn more about CMHA Niagara, please visit our website or connect with us on Twitter @CMHANIagara.



**Canadian Mental
Health Association**
Niagara
Mental health for all

BOARD OF DIRECTORS

APPLICATION PACKAGE

As the oldest and largest adult mental health agency in Niagara, Canadian Mental Health Association, Niagara Branch (CMHA Niagara) is guided by a Board of Directors made up of 12 individuals. These individuals come from a diverse range of backgrounds and experiences and are all committed to helping fulfill the vision of CMHA Niagara of ensuring that this region is a place where mental health is recognized, supported and optimized.

Board of Director Eligibility

Directors of the Board of CMHA Niagara shall be:

- Anyone who is not less than 18 years of age;
- Anyone who has not been declared incapable by a court in Canada or in another country;
- An individual (not a corporation);
- An individual that does not currently possess the status of bankrupt; and

all Directors of the Board must be willing to provide a recent Police Check within 6 months of acceptance.



Strategic Plan - 2019-2024

OUR MISSION

Our purpose is to strengthen mental wellness in the Niagara community.

OUR VISION

A Niagara where mental health is recognized, supported and optimized.

OUR VALUES

- Service
- Respect
- Integrity
- Teamwork
- Competency

OUR STRATEGIC GOALS

In the next three to five years, CMHA Niagara will achieve . . .

- 1) Organizational Wellness to Support Quality Services
- 2) Excellence in Mental Health and Addictions Services Across the Region
- 3) An Adaptive and Sustainable Utilization of Resources
- 4) Strengthened Foundations to Build Capacity
- 5) Expanded Pathways to Service Through Collaboration

Board of Directors Roles and Responsibilities

Time Commitment of the Board Member:

- The Board of Directors meets on average twice per month
 - 2nd Tuesday of the month – Committee of the Whole meeting (approx. 3hrs)
 - 4th Thursday of the month – Board meeting (approx. 3hrs)
 - Typically, Board Members can expect an equivalent amount of preparation/reading prior to each meeting of the Board.
- Additional time commitments may be required throughout the year for various Board activities and fundraising events.

Specific Responsibilities of a Board Member:

- Be an active and committed participant in the affairs of the branch.
- Be involved at Board / Committee meetings; ask questions; discuss; participate in decision-making, and react to ideas; exercise initiative.
- Know and understand the roles and responsibilities of the Board and staff.
- Agree to follow all Board Policies and Procedures including the Code of Conduct Policy.
- Know and maintain the lines of communication between the Board and staff.
- Participate energetically in recruiting new Board Members.
- Support and participate in fundraising activities.
- Be responsible for continuing self-education and growth; know the community; be familiar with community resources; be aware of changing community trends and mental health needs; attend related community functions; keep informed of branch services on both the local and provincial levels.
- Be informed about the background of issues in order to discuss them responsibly.
- Be regular and punctual at all Board meetings; if unable to attend, give early notice to the Board President.
- Read the relevant minutes before the meeting.
- Notify the President in advance if reporting at the next Board meeting to ensure the proper item is placed on the agenda (a written report is usually required).
- Have a working knowledge of parliamentary procedure.
- Maintain Board business confidentiality; if a problem arises, discuss it with the President.
- Familiarize yourself with the relevant constitution and by-laws.
- Make or support motions or recommendations with a realistic appraisal of the human and financial resources of the branch and its activities.

CMHA Niagara Conflict of Interest Policy:

- Members of the Board of Directors or individuals working on Board committees or task groups shall immediately disclose any perceived, potential or actual conflict of interest. If an individual is uncertain as to whether there is or may be a conflict of interest, they are obligated to discuss the matter with the President of the Board of Directors.
- An individual has a potential conflict of interest when that individual or member of their immediate family, or an associate, has the ability to influence directly or indirectly a decision or action of CMHA Niagara that leads or could lead to a personal, financial or professional benefit for the individual or their family or when an individual's interest or actions are adverse to the interests of CMHA Niagara

Definitions:

Associate: includes immediate family of a Director/Committee Member/ ex-officio director as well as any organization, agency, company, or individual (such as a business partner) with a formal business relationship to a Director/Committee Member/ex-officio director.

Immediate Family: includes a spouse (including common-law partner or same sex spouse), dependent child, parent, or sibling.



Board of Directors Application Form

Thank you for your interest in joining our Board of Directors! Our Board of Directors play a vital role in promoting our vision and increasing mental health awareness in our community. We are specifically looking for new members with skills in the legal, property management, community development and fundraising areas.

APPLICANT CONTACT INFORMATION	
NAME	
ADDRESS	CITY and POSTAL CODE
ARE YOU OVER 18? Yes_____ No _____	EMAIL
TELEPHONE	CELL PHONE

What motivates you to become a Board Member for CMHA Niagara?	
What specific qualifications and/or skills would you bring to the Board?	
Please describe any past volunteer / board experience (including the types of boards on which you have participated).	
How are you hoping that your participation as a Board Member will impact CMHA Niagara?	

The Board of Directors seeks a complementary balance of knowledge, skills and experience. Please identify those areas in which you have basic or advanced competencies and areas in which you are interested:

Knowledge Level	BASIC	ADVANCED	INTERESTED
Business Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment / Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advocacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical / Social Service Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social / Health / Wellness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising / Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Résumé

Please attach a current résumé to your application.

References

Successful candidates may be required to provide references that are familiar with your experience.

By submitting this application and a résumé, I declare that:

- I meet the eligibility criteria and accept the conditions of nomination as delineated.
- I certify that the information in this application and in my résumé is accurate and true.
- I understand that the establishment of the Board of Directors for this non-profit corporation complies with the Bylaws of the Organization.

APPLICANT NAME *(please print):*

APPLICANT SIGNATURE

DATE

Please submit your application to Tara McKendrick at tmckendrick@cmhaniagara.ca.

Please include the term "Board of Directors" in the subject line of your email.