

*Join a leading team providing adult mental health services and programs to individuals across the entire Niagara Region.*

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 two evenings per month for committee and Board work. Additional time commitments may be required throughout the year for various board activities and fundraising events.

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

We have a skills-based board that balances experience, knowledge, and professional expertise. To maintain this balance, we welcome all interested parties, and invite you to share how your particular experiences can add to the diversity of our board.

Please submit your interest for this role via a Cover Letter and Resume to Tara McKendrick at [tmckendrick@cmhaniagara.ca](mailto:tmckendrick@cmhaniagara.ca). Please include the term “Board of Directors” in the subject line of your email. All applications must be submitted by April 24th.

To learn more about CMHA Niagara, please visit our website at <https://niagara.cmha.ca/>, or for more information about our Board and this opportunity, please visit [Board of Directors - CMHA Niagara](#).



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

## **BOARD OF DIRECTORS INFORMATION PACKAGE 2022-2023**

## 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 corporation);
- A person who has not the status of a bankrupt; and

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

## Recruitment Timeline

When	What
March/April	◇ Active recruitment of potential Board Directors - applications (Cover Letter and Resume) to be submitted to Tara McKendrick at <a href="mailto:tmckendrick@cmhaniagara.ca">tmckendrick@cmhaniagara.ca</a> by April 24th
April	◇ Screen, Select, and interview new Board Directors
May	◇ Selected candidates to be discussed reviewed by the board ◇ Candidates not chosen to be notified
June	◇ Confirmation by Board of new directors at AGM
July - August	◇ Orientation of new Board Directors

## **Board of Directors Roles and Responsibilities**

### **Time Commitment of the Board Member:**

- The Board of Directors meets on average twice a month
  - 2<sup>nd</sup> Tuesday of the month - Committee of the Whole meeting (approx. 3hrs)
  - 4<sup>th</sup> 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 strategic affairs of the branch;
- Be involved at Board / Committee meetings, ask questions, discuss, participate in decision-making, and contribute 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 branch and 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 and other documents 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 Code of Conduct 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.

## Organization Mission / Strategic Plan

Canadian Mental Health Association, Niagara branch, has been providing mental health programs and services to assist individuals 16 years and older with their short and long-term mental health goals for more than 50 years. CMHA Niagara is a registered charity providing a continuum of mental health services. This means we assist those with early signs of mild to moderate unwellness, those with more severe daily living impacts, those with diagnosable mental illness and those recovering from mental illness.

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

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

**VALUES:** Service. Respect. Integrity. Teamwork. Competency.

Learn more in our [2019-2024 Strategic Plan](#).