

## Board Director Application Package - Information

On behalf of the West Toronto Community Health Services (WTCHS) Board of Directors, please find attached the Board Director application package.

Interested applicants should complete the following sections:

1. Statement of Interest
2. Board Experience, Board Term and Committee Interest
3. Board Application Form
4. Skills and Attributes Self-Assessment
5. Resume Submission (optional)

The information provided in the application will be used for the purpose of Board member applicant selection and Board development planning.

Please return your completed application by **August 18, 2023** to Virginia Villagomez-Soto at [VVillagomez@4villages.on.ca](mailto:VVillagomez@4villages.on.ca).

### About West Toronto Community Health Services

#### Who We Are

- A community-based health care and support services organization, providing health care services to communities in West Toronto in primary care, senior services, and mental health and addictions
- A not-for-profit organization, governed by a volunteer Board of Directors (12-15 members)

#### What We Do

- Strive to provide seamless care to our clients, through connected services and an interprofessional team in the west end of Toronto
- Deliver complementary services to help meet clients' needs to be healthy and to remain where they call home
- Design and structure services to eliminate system-wide barriers to accessing health care

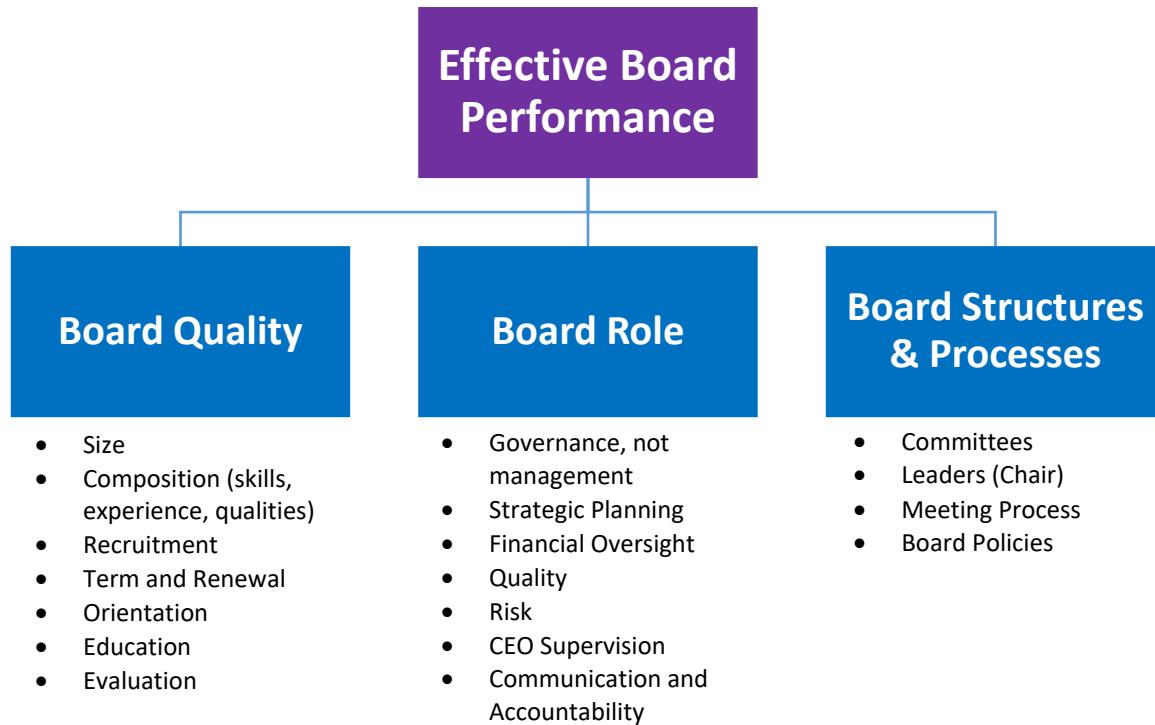
## How the Board of Directors Governs

The following are the good governance principles followed by WTCHS:

1. **The Rule of Law:** We comply with all relevant laws and regulations, and specifically those with respect to privacy and data protection.
2. **Accountability:** We take responsibility for our actions, decisions, and their consequences.
3. **Collaboration:** We meet the needs of our clients and the community by fostering strategic partnerships, building on integration efforts and community expertise, which will enhance the quality of services provided to clients.
4. **Empowerment:** We advocate, encourage and support everyone in achieving their goals and potential, promoting self-reliance and self-determination.
5. **Excellence:** We strive to provide high quality and innovative services and programs. We ensure accountable, efficient, and effective use of resources.
6. **Diversity:** We believe everyone is entitled to human rights and justice regardless of individual differences. We work to safeguard these rights by creating, respecting, and promoting an environment that reflects anti-racism, diversity, equity and inclusion.
7. **Integrity:** We behave in accordance with ethical principles, and act in good faith, intellectual honesty, and fairness.
8. **Respect and Compassion:** We value everyone as unique individuals with the intrinsic right to respect, inclusion, and dignity and strive to meet their needs.
9. **Transparency:** We impart information about decisions, activities, and results, whether successful or not.

Good governance is a result of the following:

1. **The Board's Roles:** The areas in which the Board exercises its governing role and the approach the Board takes
2. **The Board Quality:** The skills, competencies and knowledge of the people at the Board table
3. **The Board Structure:** The structure and processes that are designed to enable the Board to perform its governance role



## Frequently Asked Questions about Being on a Board of Directors

### How do you describe the Board?

The Board is proactive and collaborative and adheres to a governance framework that is focused on visioning, strategic planning, policy, and CEO oversight.

### What is the term commitment for a Board member?

Board members serve a three-year term unless they replace another member who could not complete their term. Board members are eligible for election for two consecutive terms, to a total of six years.

### What are the other commitments for Board members?

Board members attend Board meetings monthly and participate in at least one Committee and/or Working Group of the Board. A Board member could be removed from the Board if they miss three consecutive meetings of the Board of Directors.

## **What are the other Board Committees and Board Working Groups?**

Board Committees will be at minimum:

- Community Engagement
- Finance and Audit
- Governance and Nominating
- Quality

When necessary to assist the Board with its tasks, Board Ad-hoc Committees and/or Working Groups are established. Ad-hoc Committees and Working Groups meet at the call of their Chair and will only meet as necessary to complete their tasks as per the mandate of the Board of Directors.

Each Committee and Working Group has Terms of Reference that outlines its scope of work.

## **How frequently do the Board and the Committee/Working Groups meet?**

The Board of Directors meets approximately six to eight times per year in the evening. The Board does not typically meet in July and August. Board Committees follow a similar schedule, typically six to eight times per year, per Committee.

## **How long does it take to prepare for a Board, committee and/or working group meeting?**

About two hours of preparation is required to prepare for each meeting.

## **Do the Board, committees and working groups make work plans for themselves for the year? Do they report on progress on a regular basis?**

Yes. The Board, committees and working groups each have Terms of Reference. Each one develops an annual work plan. The Board follows a three-year calendar schedule regarding reports and strategic plans.

## **Does the Board evaluate its own performance on an annual basis?**

Yes. The Board has a process and schedule to assess its effectiveness and annual performance.

## **Is support available so that I can participate?**

WTCHS pays for the child care costs incurred during Board, committee or working group meetings or work, on request. Expense claims must include attached proof of payment. WTCHS offers an honourarium for Board, Committee or working group meetings for members with lived experience of serious mental health or addictions challenges.

## **What is the best part of being a Board member?**

Opportunities to learn and work on challenging problems and solutions and contribute to the health and well-being of residents in the west end of Toronto.

## Board of Directors Application Package



**To apply, please complete the following items, attached to this package:**

- Statement of Interest
- Board Experience, Board Term and Committee Interest
- Board Application Form
- Skills and Attributes Self-Assessment
- Resume Submission (optional)

## STATEMENT OF INTEREST

**Please provide us with a brief overview of your interest and reasons for applying to the position of Director of the Board.**

Please note, in our efforts to be reflective of the communities we serve, we strongly encourage individuals from equity deserving groups to apply and to self-identify within their statement of interest in terms of age, gender, sexual orientation, racial/ethnic background, disability, and religion/faith/spiritual belief. We are seeking individuals committed to Anti-Racism, in particular Anti-Black Racism and Anti-Indigenous Racism. We also encourage people or family members with lived experience of serious mental illness and/or addiction to apply.

As a skills-based Board of Directors, we are looking for members with a broad range of skills. To complement the current skill set, knowledge and skills in one or more of the following areas is an asset: Supportive Housing, Property Management, Legal. We encourage applicants to detail any experience they have in these areas below:

**Please provide answers to the following four questions:**

1. What skills, experiences, and other qualities would you bring to the Board of Directors?  
And as a Board Committee member?

2. What does quality improvement mean to you and what role would you see a Board playing in terms of quality improvement?

3. What do you see as the greatest challenge(s) facing the Board of Directors and the organization?

4. Based on your understanding of the major challenges, how can you contribute to the success of the organization as a member of the Board of Directors?



♥ Storefront Humber Inc.



West Toronto Community Health Services

---

**Please indicate which committees you would be interested in joining:**

	First Choice	Second Choice
Community Engagement	<input type="checkbox"/>	<input type="checkbox"/>
Finance and Audit	<input type="checkbox"/>	<input type="checkbox"/>
Governance and Nominating	<input type="checkbox"/>	<input type="checkbox"/>
Quality	<input type="checkbox"/>	<input type="checkbox"/>



<b>Board of Directors Application</b>	
Name:	
Address:	
Telephone Number:	
Email Address:	

**Important Attributes for Board Members:**

- Personal integrity
- Willingness to contribute to the community
- Commitment to and willingness to learn
- Willingness to adopt the WTCHS Board governance model
- Team player and team builder
- Active contributor to discussions
- Taking initiative
- Leadership skills, and philosophy and style that encourages leadership capacity building

**In order to assist us in selecting Board members who can best meet the present needs of WTCHS, please provide us with the following information:**

	Yes	No
I live in West Toronto		
I work in the West Toronto community Occupation (if yes): _____		
I volunteer in the West Toronto community Organization (if yes): _____		
I speak more than one language Language (if yes): _____		
Do you identify as a person or family member with lived experience of serious mental health or addictions challenges?*		

\* Note: if you wish to provide a confidential response to this question, please contact Virginia at [VVillagomez@4villages.on.ca](mailto:VVillagomez@4villages.on.ca)

**We would like to know what skills and attributes you would contribute to the Board of Directors. Please use the self-rating scale to complete the following table, and add any details related to your experience that you would like to share.**

Note: it is not expected that you possess knowledge, skills or experience in all areas set out in the table. Please indicate only those areas that apply to you. Please consider the following in your self-rating:

- Advanced = 3**      Advanced study, senior management role, degree/designation, 10+ years of experience
- Intermediate = 2**      University/college study, middle management role, solid understanding, 5+ years of experience
- Beginner = 1**      General understanding with some initial study or exposure, 2+ years of experience
- None = 0**      No experience in this area

Skill/Attribute	Rating	Comments/Details
Accounting/finance in the health care or not-for-profit sector		
Business Management in the health care or not-for-profit sector		
Construction and Property Management		
Information Technology		
Human Resources/Human Resources Management		
Health Care Sector		
Health Care Administration and Policy		
Health Education, Promotion, Outreach		
Supportive Housing		
Service User and Health Care Advocacy		
Communications		
Policy Design		
Community Representation/Engagement		
Board of Directors experience in the health care or not-for-profit sector		
Enterprise risk management		
Legal experience		
Legal risk management		
Lived experience related to mental health and/or addiction		
Cultural competency		
Anti-BIPOC racism		



West Toronto Community Health Services

---

**Please attach your resume as part of the Application Package (optional)**