



# Brant Community Healthcare System

**BOARD RECRUITMENT APPLICATION PACKAGE**

JANUARY 2021

Dear Prospective Board Applicant,

Thank you for your interest in the Brant Community Healthcare System Board of Directors.  
Enclosed is an application package.

Prior to completing the package, please read the following:

- Appendix A – “Qualifications of Directors”
- Appendix B – “Information about becoming a Board Member”
- Appendix C – “Board Member Competencies”

As of this notice, we are currently accepting applicants until 4:00pm on **Monday March 8, 2021**. We ask that you submit your application and resume electronically, by mail or in person.

Becky Marras  
Executive Assistant  
Brant Community Healthcare System  
200 Terrace Hill Street  
Brantford, Ontario N3R 1G9  
[Becky.marras@bchsys.org](mailto:Becky.marras@bchsys.org)

Thank you for your interest in the Brant Community Healthcare System.

Sincerely,

David McNeil  
Secretary, Board of Directors, Brant Community Healthcare System

Encl.



## APPENDIX A

### QUALIFICATIONS OF DIRECTORS

*Brant Community Healthcare System Corporate Bylaw Excerpt*

#### 1.01 Qualification of Directors

- (a) Every Director shall be eighteen (18) or more years of age.
- (b) Each Director must reside or work and continue to reside or work in the Catchment Area.
- (c) No person who is in undischarged bankruptcy shall become or remain a Director.
- (d) No Excluded Person shall be eligible for election or appointment to the Board of Directors except those ex-officio Directors set out in legislation.

#### Definitions

##### *Catchment Area*

“Catchment Area” includes the City of Brantford, County of Brant, and Six Nations of the Grand River Territory, Mississauga’s of The Credit First Nation, Haldimand County and Norfolk County.

##### *Excluded Person*

“Excluded Person” means:

- (a) any person providing supplies or services or their affiliates and any Director, owner, operator, major shareholder, or senior executive (as well as their formal Associates including parents, siblings, children, spouses and common-law partners) of such person(s) if such person(s):
  - (i) is under contract with the Corporation;
  - (ii) has responded to a request for proposals issued by the Corporation in the previous fiscal year; or
  - (iii) intends to submit a proposal during the term of office of the Director;
- (b) any member of the Professional Staff other than the members of the Medical Staff appointed to the Board pursuant to the *Public Hospitals Act*;
- (c) any employee other than the Chief Executive Officer;
- (d) any spouse, common-law partner, dependent child, parent, brother or sister of an employee of the Corporation or member of the Professional Staff; and
- (e) any person who lives in the same household as a member of the Professional Staff or an employee of the Corporation;
- (f) any person who has been convicted of an indictable offence.
- (g) any person with a conflict of interest

## APPENDIX B

### **Brant Community Healthcare System** *Information about Becoming a Board Member*

#### **The Brant Community Healthcare System**

The BCHS consists of The Brantford General Hospital and the Willett Hospital in Paris, Ontario. In 2006, the Boards of The Brantford General Hospital and The Willett Hospital agreed to amalgamate the two corporations and operate as a single board structure under one corporation known as the Brant Community Healthcare System as at April 1, 2007.

#### ***Composition of the Board***

- Elected Directors (up to 12)
- Ex-Officio – Non Voting Members
  - Chief of Staff
  - President of Medical Staff
  - Vice President of Medical Staff
  - President/CEO
  - Chief Nurse Executive

#### **Volunteer Position**

Directors are considered volunteers, and therefore, do not receive an honorarium. Out-of-pocket expenses, however, will be reimbursed.

#### **Requirement for Criminal Record Check and Character Reference Check**

Successful candidates will be required to submit to a Criminal Record Check and Character Reference Check prior to final Board approval for appointment.

#### **Time Commitment of BCHS Board Members**

Members should anticipate a significant time commitment which will vary based upon issues that arise from time-to-time.

Currently, there are eight (8) regular meetings of the Board of Directors. Board meetings are held monthly. Generally, meetings are two to three (2 - 3) hours in length.

In addition to Board meetings, newly appointed members should anticipate membership on at least one or two Standing Committees of the Board, such as Resources or Quality Committee. These committees generally meet 8 time each year and are generally meetings are one to one and one half (1-1.5) hours in length.

#### **Terms of Office**



Newly appointed members will be appointed for up to a one, two or three year terms and may be re-appointed for additional terms up to nine years. Directors may re-apply at the end of each current term and are not automatically re-appointed for another term.

### **Fiscal year**

The hospital's fiscal year commences on April 1<sup>st</sup> annually. Terms of office commence and end on the date of the Annual General Meeting in June.

### **Orientation and ongoing education for new board members**

Newly appointed members are expected to attend an orientation session within the first two (2) months for a one day session or two half-day sessions. Time for these sessions will be at a mutually agreed date and time. There are many ongoing educational opportunities for BCHS board members.

As part of the educational and succession planning component, all Directors participate in a Board and Individual Director Evaluation process.

## APPENDIX C

### Board Member Competencies

Including but not limited to the following. All elected board members will possess one or more of these competencies.

Finance/Accounting	Clinical	Board & Governance
Business Management	Change Leadership	Construction & Project Management
Diversity	Political Acumen	Background in Education
Ethical Decision Making	Government & Government Relations	Health Care Administration and Policy
Human Resources Management/Labour Relations	Information Technology	Legal
Patient & Health Care Advocacy	Public Affairs & Communication	Quality & Performance Management
Risk Management	Strategic Planning/Leadership	

**BCHS Board of Directors Application Form (page 1 of 3)**

**Contact Information**

Please fill in the information below so that we may contact you.

<b>Name</b>	
<b>Street Address</b>	
<b>City, Street, Postal Code</b>	
<b>Home Phone</b>	
<b>Work Phone</b>	
<b>E-Mail Address</b>	

**Special Skills or Qualifications**

Please outline any skills or qualifications (including competencies outlined above) that qualify you for a Board position, include any relevant education and work experience. Please attach a resume if appropriate.

**BCHS Board of Directors Application Form (page 2 of 3)**

***Community Activities***

Please share information regarding any relevant community engagement or activities.

***Reasons for Applying and Expected Contribution***

Please outline why you wish to become a Board Member at BCHS and what you feel you would be able to contribute at the Board or Committee level.



**BCHS Board of Directors Application Form (page 3 of 3)**

**References**

Please provide the names and contact information for three character references who can also attest to the information provided above. These may include employers, business associates, members from previous boards and the like.

Name	
Phone	
Email	
Relationship to Applicant	

Name	
Phone	
Email	
Relationship to Applicant	

Name	
Phone	
Email	
Relationship to Applicant	

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. ***I hereby give consent for a criminal record check to be undertaken and authorize the BCCHS to contact any of the character references I have provided.***

**Name (printed):** \_\_\_\_\_

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

**The foregoing is considered by the Brant Community Healthcare System to be confidential information and will be used by staff and Directors for the purpose of making recommendations to the Board.**

