

## Application for Waypoint Centre for Mental Health Care Board of Directors

### 1. Instructions

- a. To apply to be a member of the Waypoint Centre for Mental Health Care board of directors, you must complete this form and submit it with a copy of your current resume or a brief biographical sketch.
- b. Please submit your completed form and resume or biographical sketch by email to [nmarchant@waypointcentre.ca](mailto:nmarchant@waypointcentre.ca)
- c. The deadline for applications February 28, 2025
- d. For more information about the application process, please contact: Nicky Marchant, Manager Corporate Office & Board Liaison at [nmarchant@waypointcentre.ca](mailto:nmarchant@waypointcentre.ca) or via telephone at 705 543 1711.

### 2. Applicant Contact Information

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

### 3. Eligibility Criteria and Conditions of Appointment

- a. Directors must be at least 18 years old.
- b. Undischarged bankrupts are ineligible to serve as directors.
- c. Must have their principal residence in Canada.
- d. Must not be a person that has been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property, or have been found to be incapable by any court in Canada or elsewhere.
- e. Must not be a person deemed as an Ineligible Individual as defined in the *Income Tax Act*.
- f. Must not be an excluded person as defined in Waypoint Centre for Mental Health Care By-law.
- g. A director is expected to commit the time required to perform board and committee duties. The minimum time commitment is likely 10-15 hours per month.
- h. Directors must fulfill the requirements and responsibilities of their position – for example, preparing for and attending board and committee meetings, upholding their fiduciary obligations and working cooperatively and respectfully with other board members. Directors must comply with legislation governing the hospital, it's by-laws and policies, and all other applicable rules.

- i. Directors must sign a declaration confirming their agreement to adhere to their fiduciary duties and board and corporate policies.

#### 4. Conflict of Interest Disclosure Statement

Directors must avoid conflicts between their self-interest and their duty to the hospital. 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.

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#### 5. Knowledge, Skills, and Experience

The board seeks a complementary balance of knowledge, skills and experience. Please indicate your areas of knowledge, skills and experience by completing Schedule A to this application or by listing these below.

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Please list current or prior board experience.

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

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Please describe any linkages you have or may have had with other health care groups within the community.

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## 6. 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. Roles & Responsibilities of Board Directors Policy
  - ii. Roles & Responsibilities of Individual Directors Policy
  - iii. Board code of conduct 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 Waypoint Board of Directors: 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, skills or experience in all the areas set out in the table. Please indicate only those areas that apply to you.

#### **Rating Definitions:**

- Advanced = 3      formal certification, degree, or demonstrated understanding/knowledge (10+ years)
- Intermediate = 2      above average understanding/knowledge (5-10 years)
- Beginner = 1      general to modest understanding/knowledge
- None = 0      no understanding/knowledge

Knowledge, Skill or Experience	None	Basic	Intermediate	Advanced
Accounting Designation/Financial Expertise				
Board & Governance/Leadership				
Business Operations Expertise (incl. Not-For-Profit)				
Clinical				
Construction & Project Management				
Equity, Diversity, Inclusion				
Ethics				
Fundraising/Development				
Government & Government Relations				
Health Care Administration & Policy				
Human Resources Management/Labour Relations				
Information Technology				
Legal Expertise				
Patient & Health Care Advocacy				
Performance Management				
Political Acumen				
Public Affairs & Communications				
Quality/Safety & Innovation				
Research & Knowledge/Education				
Risk Management				
Strategic Planning				
Understanding of Community/Catchment Area				



# Waypoint

CENTRE *for* MENTAL HEALTH CARE  
CENTRE *de* SOINS *de* SANTÉ MENTALE

Describe other knowledge, skills or experience that you will bring to the board:

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## Application for Waypoint Board of Directors: Schedule B

### Diversity Self-Assessment:

Waypoint is committed to diversity in the workplace and workplace well-being. As such, applications from individuals from diverse backgrounds such as First Nations, Inuit, Metis, members of a visible minority group and those with lived experience of mental health problems or illnesses are welcomed and encouraged. Waypoint welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

To this end, as part of assessing the overall diversity of perspectives contributed by board members, we invite information about your age, gender identity, sexual orientation, and communities with which you identify (e.g., your ancestry, cultural heritage, religious affiliation), as lived experience complements the perspectives gained through professional and governance related experience and expertise.

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