



Chatham-Kent Hospice Foundation Board of Directors/Committee Application

Thank you for your interest in the Chatham-Kent Hospice Foundation

Through this recruitment, the Board is seeking individuals with strong leadership potential. Candidates are welcomed from a broad and diverse spectrum of industries and community segments. Fundraising, Donor Relations, Special Events, Financial management, experience on community boards and/or knowledge of governance processes will be considered an asset.

In addition to new directors, we are also looking for additional Committee members. In the body of the application, you will be asked to indicate if you are interested in applying to be a Board Member, Committee Member, or either.

Directors should expect to devote approximately 10 – 15 hours per month to attend board meetings, committee meetings, participate in donor stewardship and attend community events.

This package provides information on the Board including:

- Application Form
- Board Director Role Description
- Committee Member Role Description
- Code of Conduct Policy
- Conflict of Interest Policy
- Board Confidentiality Policy

Our Mission

To raise funds and awareness for Chatham-Kent Hospice to help families live the important experiences of end of life.

Our Vision

Ensuring exceptional end-of-life care now and in the future.

Website: www.chathamkenthospicefoundation.com

Chatham-Kent Hospice Foundation welcomes all members of the community, regardless of race, national origin, colour, political affiliation, religion, age, sexual orientation, economic circumstance or disability. Building a diverse and inclusive team is important to us and therefore candidates from unrepresented groups in our community are encouraged to apply. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Applications will be accepted until April 3, 2023

All Applicants will be contacted



Chatham-Kent Hospice Foundation Board of Directors/Committee Application

The following information is provided with respect to my application for nomination to the Board of Directors.

I have also attached the following:

- Brief biography
- Up-to-date resume.

<i>If I cannot be accommodated on the Board at this time, I am interested in being considered for the following Committee:</i>	Please indicate preference ✓
Governance Committee	
Finance Committee	
Special Events Committee	

Contact Information			
Name:			
Mailing Address:	Street	PO Box	
	City	Ontario	Postal Code:
Email Address		Phone	
I prefer to be contacted by: <input type="checkbox"/> Email <input type="checkbox"/> Phone			
Assistant Contact Information (if applicable)			
Name:		Email Address:	
Phone:			

Please provide three references		
Name	Phone	Email Address



Skills Matrix *Knowledge, Skills, Experience and Diversity*

The Board seeks a complementary balance of knowledge, skills and experience. Please indicate areas of knowledge, skills, and experience as well as your skill level by checking off the relevant boxes in the table below. It is not expected that you possess knowledge, skill or experience in all the areas set out in the table.

	Advanced	Intermediate	Beginner	None
Financial Literacy				
Board & Governance				
Strategic Planning				
Fundraising				
Special Events				
Marketing & Communications				
Social Media				
Donor Relations				
Community Relations				
Government Relations				
Human Resources & Labour Relations				
Legal				
Risk Assessment				
Healthcare				
Organizational Management				
Leadership				
Investment				
Other Languages Please specify:				

Please list current or prior board or committee experience:

Please indicate if there are areas of board activity/responsibility that are of particular interest to you.

Finance

Governance

Special Events

Fundraising

Other:

--

What skills/areas of expertise can you bring to the board?



Eligibility Criteria and Conditions of Nomination:

- a) Applicant must be at least 18 years of age.
- b) Applicant shall provide a satisfactory Police Check
- c) Applicant must reside in the Municipality of Chatham-Kent.
- d) Ineligible candidates include employees, spouses, partners or immediate family members* of an employee
** An Immediate family member is defined as a parent, brother, sister, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandparent or grandchild.*
- e) An undischarged bankrupt is ineligible to serve as director or committee member.
- f) Directors and committee members must fulfill the requirements and responsibilities of their position and abide by the policies as described in “Board Director Role Description”, “Code of Conduct”, “Conflict of Interest” and “Confidentiality Agreement”

By submitting this application, I declare that:

- a) I meet the eligibility criteria and accept the conditions of nomination as set out.
- b) I certify that the information in this application and in my resume or biographical sketch is true.

Please note that all information collected will remain confidential.

Signature:

Date:

By Mail or in person To:

Foundation Governance Committee
 Chatham-Kent Hospice Foundation
 34 Wellington Street East,
 Chatham, ON N7M 3R7
 Attn: Governance Committee Chair

By E-Mail To:

foundation@chathamkenthospice.com



Board Role Description

Board Director

Accountability

The Board of Directors for the Chatham-Kent Hospice Foundation (hereafter referred to as the “Foundation”) is collectively accountable to the members, community, funders and other stakeholders. They are accountable for the Foundation’s performance in relation to its mission and strategic objectives, and for the effective stewardship of financial and human resources.

Authority

Individual Board Directors have no authority to approve actions by the Foundation, to direct staff, or to speak on behalf for the Foundation unless given such authority by the Board.

Term of Office

Two-year term, reviewed annually

Responsibility

Board Directors are responsible for acting in the best long-term interests of the Foundation and the community.

Primary Duties

Every Director, including the Board’s officers, is expected to do following:

- Prepare for and participate in board meetings - Directors are expected to attend a minimum 75% of meetings and not miss more than 2 consecutive meetings (see CKHF 13 – Board Attendance Policy)
- Participate in and assist with Chatham-Kent Hospice Foundation events and activities including both fund-raising and friend-raising and as appropriate soliciting donations and making donor calls
- Annually contribute financially to the Foundation as they are best able to do
- Participate in the review of the Foundation’s mission and objectives and in the development of a strategic plan
- Participate and support the Board Succession Planning process
- Help the Board to monitor the performance of the Foundation in relation to its mission, objectives, core values and reputation
- Abide by the by-laws, code of conduct, conflict of interest, confidentiality and other policies that apply to the Board

Primary Duties continued ...



Board Role Description

Board Director

- Participate in the approval the annual budget and monitor the financial performance of the Foundation
- Identify prospective Board Directors and assist with recruitment process as needed
- Participate in the evaluation of the Board itself (Annual Board Self-Evaluation)
- Attend and participate in the Annual General Meeting

Qualifications

The following are considered key job qualifications:

- Satisfies the requirements of the Foundation Volunteer Screening Process
- Knowledge of the community
- Commitment to the Foundation's mission and strategic directions
- A commitment of time
- Previous board experience or a demonstrated understanding of the role of a Board in the non-profit sector
- Can contribute skills or expertise that will benefit the organization as determined by the Board (financial, accounting, fundraising, marketing, special events, project management)

Evaluation

The performance of individual directors is evaluated annually in the context of the evaluation of the whole Board and is based on the carrying out of duties and responsibilities as outlined above.



Board Role Description

Committee Member

Accountability

The Committee Members for the Chatham-Kent Hospice Foundation (Foundation) is collectively accountable to the Committee Chair. They are accountable to the objectives set out by the Foundation Board.

Authority

The Committee Members have no formal authority to direct the Board or the affairs of the Foundation, unless otherwise authorized.

Term of Office

Reviewed annually

Responsibility

Committee Members are responsible for acting in the best long-term interests of the Foundation and the community.

Primary Duties

- Prepare for and participate in Committee meetings
- Participate in the review of the Committee's objectives
- Abide by the by-laws, code of conduct, conflict of interest, confidentiality and other policies that apply to the Committee
- Identify prospective Committee Members and assist in the recruitment process
- Attend and participate in the Annual General Meeting

Qualifications

- Knowledge of the community
- Commitment to the Foundation's mission and strategic directions
- A commitment of time
- Satisfies the requirements of the Foundation's Volunteer Screening Process

Evaluation

The performance of Committee Members is evaluated annually in the context of the evaluation of the committee and is based on the carrying out of duties and responsibilities as outlined above.

CHATHAM-KENT HOSPICE FOUNDATION

Section	Policies and Procedures	Governance	
Title	Code of Conduct		
Manual	Board of Directors		
Policy Number	Date of Issue	Revised	Reviewed
CKHF 10	May 17, 2017	January 29, 2020	September 22, 2021

The Foundation Board of Directors is committed to teamwork and effective decision-making. Towards this end, Directors and Committee members will:

- Be honest with others and true to themselves;
- Endeavour to represent the broader interests of the Foundation, Chatham-Kent Hospice and Community;
- Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks;
- Balance their contribution as both an advisor and learner in seeking to understand other Directors'/Members' points of view;
- Refrain from trying to influence other members outside of meetings that might have the effect of creating factions and limiting free and open discussion.
- Be open to being a dissenting voice, endeavour to build on other directors'/members' ideas, offer alternative points of view as options to be considered and invite others to do so too.
- Once a board/committee decision is made, support the decision even if one's own view is a minority one;
- The board/committee should communicate externally with "one voice" through the chair or designate.

CHATHAM-KENT HOSPICE FOUNDATION

Section	Policies and Procedures	Governance	
Title	Conflict of Interest		
Manual	Board of Directors		
Policy Number CKHF 7	Date of Issue January 16, 2017	Revised	Reviewed September 22, 2021

Purpose:

This policy applies to all Volunteers, Committee Members and other Volunteers of the Foundation (to be known as volunteers hereafter). All volunteers must ensure that they are clear from conflict of interest or potential conflict of interest in their decision-making. This will ensure the public's trust and confidence in the integrity of the volunteer's decisions and protect the reputation of the Chatham-Kent Hospice Foundation.

Policy:

All volunteers shall adhere to the conflict of interest provisions contained within the By-Laws. When a conflict or potential conflict arises, the procedure for resolution is set out in this policy.

Description of Conflict of Interest:

No volunteer or external organization shall gain in any way from involvement with the Chatham-Kent Hospice Foundation except through strict adherence to the conflict of interest procedure. See Appendix A.

Procedure:

Volunteers are allowed to supply services, products and enter into contracts with the Chatham-Kent Hospice Foundation provided they closely follow the process.

The Process:

The Volunteer will declare their conflict of interest (or their perception of another volunteer's) at the first meeting after which they became aware;

- (a) Request that the declaration be recorded in the minutes of that meeting;
- (b) The presiding chairperson to determine what level of participation is appropriate as follows:
 - a. Leave room during discussion
 - b. Stay but do not participate
 - c. Stay, participate but do not vote
- (c) The presiding chairperson to notify the Executive Volunteer if not present.

If there is a disagreement about whether a conflict of interest exists, the matter shall be decided by the presiding chairperson, subject to challenge by a majority

CHATHAM-KENT HOSPICE FOUNDATION

Section	Policies and Procedures	Governance	
Title	Conflict of Interest		
Manual	Board of Directors		
Policy Number CKHF 7	Date of Issue January 16, 2017	Revised	Reviewed September 22, 2021

vote of the remaining Volunteers present at the meeting. The volunteer who is the subject of the issue shall not vote on any appeal of the chairperson's decision.

Appendix A

Examples of Conflict of Interest

The situations in which potential conflict of interest may arise cannot be exhaustively set out but some general examples are included below. Conflicts generally arise in the following situations:

1. Interest of a Volunteer “Wearing Two Hats”

When a Volunteer transacts with the Foundation directly or indirectly. When a Volunteer has a significant direct or indirect interest in a transaction or contract with the Foundation. Failing to disclose is an offence under the Corporations Act, resulting in liability being imposed on the Volunteer for any profit realized from the contract and a penalty on conviction.

2. Interest of a Relative

When the corporation conducts business with suppliers of goods or services or any other party of which a relative or member of the household of a volunteer is a principal, officer or representative.

3. Gifts

When a volunteer accepts gifts, payments, services or anything else of more than a token or nominal value from a party with whom the Foundation may transact business for the purposes of influencing an act or decision.

4. Acting for an Improper Purpose

Volunteers must act solely in the best interest of the Foundation.

5. Appropriation of Corporate Opportunity

When a Volunteer diverts their own use of an opportunity or advantage that belongs to the corporation.

CHATHAM-KENT HOSPICE FOUNDATION

Section	Policies and Procedures	Governance	
Title	Confidentiality		
Manual	Board of Directors		
Policy Number CKHF 8	Date of Issue January 16, 2017	Revised	Reviewed <i>September 22, 2021</i>

Purpose:

This policy applies to all Volunteers, Committee Members and Board Members of the Chatham-Kent Hospice Foundation (to be known as volunteers hereafter). The purpose of this policy is to ensure that confidential matters are not disclosed unless disclosure is authorized.

Policy:

The volunteers shall not disclose or discuss confidential information concerning the business and affairs of Chatham-Kent Hospice Foundation (Foundation) and Chatham-Kent Hospice except as required in performance of regular duties.

Procedure:

Each Volunteer shall sign a confidentiality agreement. (Appendix A)



CHATHAM-KENT HOSPICE FOUNDATION
Volunteer/Board Confidentiality Agreement
(Appendix A)

Name of Volunteer/Board Member _____

By signing this agreement, I agree to:

- Treat all Chatham - Kent Hospice Foundation administrative and financial information about donors, employees and volunteers as confidential information except as required in performance of regular duties.
- Treat all Chatham-Kent Hospice information regarding residents, families, visitors, staff and volunteers as confidential information.
- Ensure that private and confidential information is not inappropriately accessed, used or disclosed.
- Ensure Information discussed at meetings remains confidential unless otherwise specified.
- Ensure confidential information is not shared through any channel of communication including social media.

If I am uncertain of the applicability of this agreement or individual responsibilities relating to it I will seek clarification and guidance before acting, from the Chair.

I understand and agree to abide by the conditions outlined in this agreement, which will remain in force even if I cease to have an association with Chatham-Kent Hospice Foundation.

Date: _____

Name *(please print)* _____

Signature _____

Name of Witness *(please print)*

_____ Signature _____

Revised: November 2018