



**Canadian Mental
Health Association**
Windsor-Essex County

Community well-being is our sole focus.

Canadian Mental Health Association Windsor-Essex County Board of Directors Information Package

The Canadian Mental Health Association has a long history of providing excellent mental health support throughout Canada.

The Canadian Mental Health Association, Windsor-Essex County Branch (CMHA-WECB) is a provider of addiction and mental health services for individuals with mental health and/or addiction concerns and supports the broader community. Working in a highly demanding and dynamic health care delivery environment, CMHAs have been recognized for their leadership, innovation and excellence at the local, provincial, and national levels.

VISION

Mentally Healthy People in a Healthy Society

MISSION

CMHA Windsor-Essex County Branch (CMHA-WECB) is the lead provider and advocate of specialized community mental health services integrated with comprehensive primary health care services. CMHA-WECB offers a variety of programs and services for people with a serious mental illness and those dealing with moderate mental illness and addictions.

STRATEGIC PRIORITIES

We will deliver on this vision by providing specialized programs for persons living with a serious mental illness through a recovery-based philosophy including:

- Primary Care
- Health Promotion
- Supportive Housing

VALUES

Compassion, Client-Centred, Excellence

DRIVERS

Prioritizing Clients, Growing Together, Nurturing Connections

OPPORTUNITY

CMHA-WECB is seeking new members for appointment to our Board of Directors. All Board positions are on a volunteer basis. The position is for a five-year term. As a member of our Board of Directors, you will act in a position of trust for the community and be responsible for general oversight and guidance, governance policy and strategy development. The Board of Directors meets monthly (7 regular meetings per year) with an Annual General Meeting and Board Retreat. Participation on committees and attendance at special meetings, activities or events may also be required.

This is an excellent opportunity to assist in ensuring the continued success of the CMHA-WECEB. As a Board member you will utilize your professional skills in a capacity that promotes the highest standards in service delivery.

As part of our commitment to equity, diversity and inclusion, we especially encourage applicants from a broad range of cultural, ethnic, racial and gender identities and levels of ability to apply. Preference will be given to applicants with a range of skills and experience that meet our current Board of Directors Skills Matrix requirements

If you are interested in applying for this role, please complete and submit the application form along with a detailed resume by **August 5, 2024**, to Lindsay Thiessen (lthiessen@cmha-weceb.on.ca).

For more information visit, www.windsorsex.cmha.ca

What does CMHA-WECB do? We strive to:

- ✓ Provide a range of responsive programs in an atmosphere of mutual sharing
- ✓ Educate the wider community regarding addiction and mental health issues
- ✓ Develop and operate a Community Health Centre and community-based addiction and mental health programs
- ✓ Work closely with other related services in the community

Governing our organization is one of the most critical roles someone can play at CMHA-WECB. Recruiting individuals with a variety of skills is key to successful organizational governance.

What is the Job of Board Members?

- ✓ “Effective Governance”: Ensuring that the appropriate strategies, policies, process and structures are in place to direct and manage an organization’s operations and activities, and to ensure that they function well. The goal of good governance is to ensure the effectiveness, credibility and viability of the organization”.

What will be expected of me as a Board Member?

- ✓ Board Members are expected to attend and actively participate in board meetings (one meeting per month – at least 7 per year), and occasional special meetings and planning sessions. Participation on committees may also be required.
- ✓ In addition, Board Members monitor the strategic plan, business plan, and annual budget, and assist with making decisions that guide the organization’s progress.
- ✓ Members will also participate in regular evaluation of the Board’s performance.

Responsibilities of the Board

- ✓ Ensure the organization moves forward fulfilling its mission and vision.
- ✓ Ensure the organization has a Strategic Plan that supports the mission and vision.
- ✓ Monitor the Organizational Strategic Business Plan
- ✓ Ensure that the CEO has the resources for the organization to fulfill its mission and strategy, and to finance its programs
- ✓ Provide financial oversight and accountability
- ✓ Maintain effective governance of the organization by using broad strategies, policies and objectives
- ✓ Ensure legal and ethical integrity and accountability of the organization
- ✓ Recruit and orient new Board members and assess Board performance
- ✓ Select and appoint a CEO to whom responsibility for the management of CMHA-WECB is delegated

General Expectations of the Board

- ✓ Regularly participate in Board meetings, committees and important related meetings or events
- ✓ Make a serious commitment to participate actively in Board and committee work
- ✓ Stay informed about Board and committee issues, prepare for meetings, and review and comment on minutes and reports
- ✓ Get to know other Board members and build collegial working relationships that contribute to consensus
- ✓ Be an active participant in the Board evaluation and planning efforts
- ✓ Avoid any conflict of interest
- ✓ Disclose all material facts and relationships, and refrain from voting when there is a conflict of interest
- ✓ Maintain confidentiality

Application for Board of Directors

Part 1: Instructions

- ✓ To apply to be a member of the Canadian Mental Health Association, Windsor-Essex County Branch Board of Directors, you must complete this form and submit it with a copy of your current resume or biography.
- ✓ Please submit your completed form and resume by mail, fax, or email to the following address:

Via Mail:

Lindsay Thiessen, Board Secretary
CMHA Windsor Essex County Branch
1400 Windsor Avenue
Windsor, Ontario, N8X 3L9

Via Email: lthiessen@cmha-wecb.on.ca

Via fax: 519-982-2394

Part 2: Personal Identification

To ensure our board representation, we need to know who you are, where you live, and what you do or did. If some areas make you uncomfortable, leave them blank.

Name		
Address	Business:	
	Home:	
Telephone Numbers	Business:	Home:
Fax Number	Business:	Home:
E-Mail Address	Business:	Home:

Part 3: Eligibility Criteria and Conditions of Nominations

- ✓ Applicant must be eighteen (18) or more years of age.
- ✓ Applicants will be required to provide a recent “Criminal Information Request” and from the Windsor-Essex, (or place of residence) Police Station to be placed in the Corporation’s files.
- ✓ 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 corporation, the corporation’s by-laws and policies, and all other applicable rules.
- ✓ Directors must sign a Declaration confirming their agreement to adhere to their fiduciary duties and board and corporate policies.

Part 4: Background

Education/Employment History: (Where, When, Doing what?)

Please list Board experience:

Please describe any linkages you may have had with various health care groups within the Ontario Health West Region (OH West)

Community Involvement: (Where, When, Doing what?)

Part 5: Conflict of Interest Disclosure Statement

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

Application for Membership: Schedule A

Board Knowledge, Skills and Experience Matrix

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, skill or experience in all the areas set out in the table. Please indicate only those areas that apply to you.

Health Care System Experience			<i>Mental Health Industry Specific Experience</i>		
<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
<i>Consumer Advocate</i>			<i>Justice System (Adult/Youth)</i>		
<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
<i>Board Governance</i>			<i>Legal/Advocacy & Dispute Resolution</i>		
<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
<i>Business or Organizational Management</i>			<i>Political Acumen</i>		
<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
<i>Education System Experience</i>			<i>Public Affairs and Communications</i>		
<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
<i>Ethics</i>			<i>Quality and Performance Management</i>		
<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
<i>Finance/Accounting Experience</i>			<i>Risk Management</i>		
<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
<i>Government and Government Relations</i>			<i>Strategic Planning</i>		
<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
<i>Human Resources Management</i>			<i>Lived Experience (Substance/Mental Health)</i>		
<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced
<i>Mental Health Industry Specific Knowledge</i>			<i>Indigenous</i>		
<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>Geographical Cross Section</i>			<i>Bilingual</i>		
<input type="checkbox"/> Perth	<input type="checkbox"/> Huron		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>Leadership Experience</i>			<i>Computer Literacy</i>		
<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Yes	<input type="checkbox"/> No	