



**Board of Directors Application Form**

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Email \_\_\_\_\_  
Phone H) \_\_\_\_\_ W) \_\_\_\_\_ C) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**Please Attach a Brief Statement of Interest** – please describe why you would like to join the North Perth Community Hospice Board and what skills you feel you can contribute.

Previous experience on a Board \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please specify: \_\_\_\_\_

**Specific Areas of Relevant Expertise:**

*Please select all that apply*

- Accounting or Finance
- Community Relations
- Event or Project Management
- Fundraising
- Human Resources/Personnel Management
- Law
- Marketing
- Communications
- Graphic Design/Artist
- Information Technology
- Grant writing/assessment
- Strategic Planning/Policy Development
- Not-for-Profit Experience
- Volunteer Management
- Other: \_\_\_\_\_



## Board Member Job Description

### PRIMARY FUNCTION:

- To provide direction for the organization
- To ensure quality governance and ensure a fair and equitable policy-based system
- To recruit, supervise, retain, evaluate, and compensate Senior Staff
- To monitor and protect the organization's assets and carry out all fiduciary responsibilities and contractual obligations
- To monitor and control thorough engagements of auditors
- To hold an Annual General meeting each year to ensure organization's sustainability

### QUALIFICATIONS:

A Director is a non-paid person who:

- Is committed to the mission, vision and values of the organization.
- Meets the screening requirements of the agency.
- Understands the agency's policies and procedures.
- Demonstrates good communication skills: non-judgmental, discreet and tactful.
- Will not impose beliefs/opinions on others.
- Has signed the Hospice's Director Service Agreement: Roles, Policies and Confidentiality.
- Values and appreciates diversity.

### DUTIES & RESPONSIBILITIES:

- Makes a commitment of attending monthly Board meetings.
- Is punctual and reliable for all assignments, notifying the Board Chair/Executive Director as soon as possible when unable to fulfill assignment due to vacation or sick leave.
- Follows all Policies and Procedures.
- Attends monthly Director meetings.
- Submits monthly reports of time devoted to NPCH related activities.
- Maintains confidentiality.
- Participates in an evaluation process.
- Must have completed a Vulnerable Sector Check once appointed.

Is an ambassador for North Perth Community Hospice

To carry out these responsibilities, the Board meets once a month throughout the year with a brief break over the summer months. In addition to attendance at Board meetings, you may be required to participate on committees.

The full complement to the Board is 11 members, elected and the North Perth Community Hospice Annual General Meeting. Board terms are 2-year terms, members may serve four consecutive 2-year terms.

To discuss the opportunity to join our dedicated Board of Directors, please complete the application and submit to [admin@northperthcommunityhospice.com](mailto:admin@northperthcommunityhospice.com), drop it off during our office hours (Tuesday -Thursday 10am-2pm), or mail to:

North Perth Community Hospice

Attn: Executive Director

135 Main Street West, Listowel, ON N4W 1A2



If you have any questions, please reach out to our office 519-291-5141 and we will connect you with our Board Chair and/or Executive Director.

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***Committee Use Only***

Connected with Applicant and Date \_\_\_\_\_

Reviewed by the Committee and Date \_\_\_\_\_

Action taken by the Board and Date \_\_\_\_\_