



**PEMBROKE REGIONAL HOSPITAL INC.
PEMBROKE, ONTARIO**

APPLICATION/REAPPLICATION FOR APPOINTMENT TO THE BOARD OF DIRECTORS / COMMUNITY REPRESENTATIVE ON A BOARD COMMITTEE

PLEASE PRINT

NAME:

ADDRESS: Home:

Business:

E-mail:

PHONE:

Business:

OCCUPATION:

1. I would like to be considered for:

- *Community Representative on a Board Committee
 Board of Directors
 Both

Becoming a Community Representative on a Board Committee is an excellent way to learn about and become oriented with the functions of the Board and gain additional experience before becoming a member of the Board of Directors. This process is considered a governance best practice.

**Board Committees with Community Representative Positions Listed Below (appendix 2)*

2. Have you served on a Hospital or other Board(s)/Board Committee(s) before or do you have any strategic governance experience? If yes, when and for which organization(s)? Please provide as much detail as possible.

3. Would you as a Director or Community Representative be able to commit to respect the Mission, Vision and Values of the Pembroke Regional Hospital, the organization's respect for life policies and the Health Ethics Guide?

- I can and willingly commit to respect the Mission, Vision, and Values of the Pembroke Regional Hospital, the organization's respect for life policies and the Health Ethics Guide (please comment)

4. Having read the policies “Code of Conduct - Board” and “Community Representatives on Board Committees”, would you as a Director or Community Representative be able to commit to abide by these policies?

I have read and will abide by the policies “Code of Conduct - Board” and “Community Representatives on Board Committees” (please comment)

5. As a Director of the Board of the Pembroke Regional Hospital, are you prepared to attend Board meetings which are usually held on the last Wednesday of the month at 1700 hours, September through June (schedule to be confirmed each year)? (Please comment)

6. Board Members/Community Representatives on Board Committees are assigned to one or two committees. Does your schedule allow you the freedom to sit on Board Committees and attend monthly meetings, which are frequently scheduled at noon, late afternoon, or evening? Do you have a preference for meeting times? (Please comment)

7. Language skills:

English

French

Other (please specify):

8. Please attach your Curriculum Vitae or complete the attached Curriculum Vitae (appendix 1).

SIGNED

DATE:

*Note: If emailing an unsigned application form, you will be asked to sign your form during your interview

CURRICULUM VITAE

NAME:

ADDRESS:

TELEPHONE NUMBERS:

Home

Cell

Office

PERSONAL INFORMATION

EDUCATION:

OCCUPATION:

PRESENT EMPLOYMENT:

Name:

Address:

Position:

Duties:

PAST EMPLOYMENT:

Name:

Address:

Position:

Duties:

COMMUNITY INVOLVEMENT:

SKILL SETS:

**Please list the skill sets that you have that you believe would be applicable to Board and
Committee work:**

Pembroke Regional Hospital - Board and Committee Meetings

No regular meetings are held over the summer months

COMMITTEES/ Representational Bodies	FREQUENCY	DURATION OF MEETING (approx.)	PREPARATION TIME *
Board	6 (1/month)	3 hours	3 hours
Executive	6 (Call of Chair)	2 hours	2 hours
Resource and Audit	5	2 hours	2 hours
Ethics	2 (Call of Chair)	1.5 hours	1 hour
Nominating	4	2 hours	Variable
Quality and Patient Safety	5	2 hours	2 hours

*Reflects preparation time for regular Board members. Longer for Chairs of Board and Committees

Opportunities for Community Representatives on Board Committees

Quality and Patient Safety Committee of the Board

Responsible for assisting the Board in the performance of the Board's governance role for the quality of patient care and services and performs its functions under the *Excellent Care for All Act (ECFAA)*. The Committee monitors and reports to the Board on quality issues and on the overall quality of services provided in the Hospital, considers and makes recommendations to the Board regarding quality improvement initiatives and policies, ensures that best practices information is translated into materials that are distributed to employees, members of the Professional Staff and persons who provide services within the Hospital, oversees the preparation of the Hospital's annual Quality Improvement Plan, receives an annual update from the Patient and Family Advisory Council and reviews Accreditation reports and any actions requiring implementation.

Resource and Audit Committee

Responsible for reviewing significant finance, human resources, audit, health and safety, information technology, and property information. The Committee will study and make recommendations to the Board on annual budgets for capital and operating revenue and expenditures for the ensuing year, financial statements, compensation and collective bargaining objectives and mandates, workplace renewal strategies that will position the Hospital as a learning organization through innovative labour/management strategies and appropriate investment in leadership and technical competencies, internal and external audit functions, strategies to address health and safety for the organization, capital equipment purchases, and information technology security measures. This Committee also recommends to the Board each year the annual appointment of the auditor and provides a communication link between the Auditors and the Board of Directors.

Board Ethics Committee

Responsible for advising the Board on matters relating to the assurance of ethics integration and to assess within the context of the philosophy, mission and values of PRH, the Catholic Church teachings on ethics, moral theology, and the Catholic Health Ethics Guide as published by the Catholic Health Association of Canada. The Committee will ensure a comprehensive ethics strategy throughout the organization, recommend to the Board policies to monitor and promote ethical practices, and assure ethics capacity amongst the organization's leaders, staff and service providers.

MISSION

We are a regional community hospital committed to delivering a wide range of quality health services. Following Catholic tradition, we will meet the physical, emotional, and spiritual needs of all.

VISION

Together, we care for our patients, our community and each other

VALUES

- **Compassion** – We believe everyone deserves to be treated with dignity and respect
- **Collaboration** – We believe in the strength of working together as one team
- **Commitment** – We always strive to do better
- **Courage** – We believe that being brave will unlock new opportunities and innovations