



**The Norfolk Hospital Nursing Home**

**BOARD MEMBER APPLICATION**

Please return/or forward this completed form and resume to:  
Kim Stanley, Admin Assistant,  
The Norfolk Nursing Home Nursing Home, 365 West Street, Simcoe, ON N3Y 1T7  
[kstanley@ngh.on.ca](mailto:kstanley@ngh.on.ca)

**The deadline for the application is June 6<sup>th</sup> 3:00 PM .**

<b>Surname:</b>		<b>First Name:</b>	
<b>Home Address:</b>			
<b>City:</b>		<b>Province:</b>	<b>Postal Code:</b>
<b>Position/Title:</b>			
<b>Home Phone Number:</b>		<b>Business Phone Number:</b>	
<b>E-mail address:</b>			
<b>Preferred Method of Contact:</b> Home Phone <input type="checkbox"/> Business Phone <input type="checkbox"/> E-mail <input type="checkbox"/>			
<b>Telephone:</b>		<b>Telephone:</b>	
<b>Fax:</b>		<b>Fax:</b>	
<b>E-Mail:</b>		<b>E-Mail:</b>	

**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) not be a person who has been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property;
- d) not be a person who has been declared incapable by any court in Canada or elsewhere; and
- e) Except as otherwise provided in the By-law, not be an employee of the Corporation or any spouse, dependent child, parent or sibling of an employee.
- f) A director is expected to commit the time required to perform board and committee duties. The minimum time commitment is likely 2-5 hours per month.
- g) Directors must fulfill the requirements and responsibilities of their position, for example, preparing for and attending board and committee meetings, upholding their fiduciary obligation to the nursing home, and working cooperatively and respectfully with other board members. Directors must comply

with the Fixing The *Long Term Care Homes Act, 2021* and other legislation governing the nursing home, the nursing home's by-laws and policies, and all other applicable rules.

- h) Directors must sign a Declaration confirming their agreement to adhere to their fiduciary duties and board and nursing home policies.

**Please briefly state your reasons for wishing to become a Director of The Norfolk Hospital Nursing Home:**


**Conflict of Interest Disclosure Statement**

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


**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.

**Please list current or prior board experience**


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


**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 certify that the information in this application and in my resume or biographical sketch is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application for Membership: 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, skill or experience in all the areas set out in the table.

Please indicate only those areas that apply to you.

<b><i>Finance</i></b>	<b><i>Accounting</i></b>
<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None	<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None
<b><i>Business Management</i></b>	<b><i>Education</i></b>
<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None	<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None
<b><i>Human Resources Management</i></b>	<b><i>Quality and Performance Management</i></b>
<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None	<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None
<b><i>Health Care Administration and Policy</i></b>	<b><i>Labour Relations</i></b>
<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None	<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None
<b><i>Clinical</i></b>	<b><i>Board and Governance</i></b>
<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None	<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None
<b><i>Construction and Project Management</i></b>	<b><i>Public Affairs and Communications</i></b>
<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None	<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None
<b><i>Legal</i></b>	<b><i>Ethics</i></b>
<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None	<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None
<b><i>Strategic Planning</i></b>	<b><i>Resident &amp; Health Care Advocacy</i></b>
<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None	<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None
<b><i>Risk Management</i></b>	<b><i>Diversity Issues</i></b>
<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None	<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None
<b><i>Information Technology</i></b>	<b><i>Demographics</i></b>
<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None	<input type="checkbox"/> Advanced <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None