



BOARD MEMBER APPLICATION

Please return this completed form, cover letter and resume
by 4 p.m., Monday, April 20, 2026 to:

Charlene Charles, Coordinator of Board Affairs
The Norfolk Hospital Nursing Home Board of Directors
365 West St, Simcoe, ON N3Y 1T7
Telephone: 519-426-0130 ext. 1228
Email: ccharles@ngh.on.ca

Surname:		First Name:	
Home Address:			
City:	Province:	Postal Code:	
Status:	Employed:	Retired:	Other:
Home Phone #:		Business Phone #:	
E-Mail Address:			
Preferred Method of Contact: Home Phone () Business Phone () E-Mail ()			

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. Reliable internet is required as meetings may be both virtual and in-person.
- 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 hospital 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 hospital 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 the Board's 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: _____

Schedule A

Application for Membership
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.

<i>Knowledge, Skills, Experience</i>	<i>Advanced</i>	<i>Intermediate</i>	<i>Basic</i>	<i>None</i>
Board Governance				
Board Leadership				
Business Management				
Clinical				
Demographics				
Diversity Issues				
Ethics/Spiritual Care				
Finance				
Government & Government Relations / Political Acumen				
Health Care Administration & Policy				
Human Resource Management / Labour Management				
Information Technology				
Legal				
Patient & Health Care Advisory				
Public Affairs & Communications				
Quality, Safety & Performance Management				
Resident & Health Care Advocacy				
Risk Management				
Stakeholder Engagement				
Strategic Planning				