



**DEEP RIVER &  
DISTRICT HEALTH**

Deep River & District Hospital  
Four Seasons Lodge Long-Term Care Home  
North Renfrew Family Health Team

## **APPLICATION FOR MEMBERSHIP Board of Directors and Patient / Resident Representatives for Board Committees**

### **1. Instructions**

To apply to be on the Board of Directors for Deep River and District Health, which includes the Deep River & District Hospital, the Four Seasons Lodge Long-Term Care Home, and the North Renfrew Family Health Team, or to become a Patient / Resident Representative on a Committee, please complete this form and submit it with your reasons for interest and relevant background.

Please submit your completed form by mail, fax, e-mail, or drop it off at the following address:

Attn: Michaela Vaclavinek  
Deep River & District Health  
117 Banting Drive  
Deep River, Ontario, K0J 1P0

Email: [mvaclavinek@drdh.org](mailto:mvaclavinek@drdh.org)  
Fax: 613-584-9635

The deadline for applications is: **April 15**

For more information about the application process, please contact:  
Michaela Vaclavinek, Executive Assistant - tel. 613-584-3333 ext. 7100 or [mvaclavinek@drdh.org](mailto:mvaclavinek@drdh.org).

### **2. Applicant Contact Information**

**Surname:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
(incl P.O. Box)

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_ **Home Phone Number:** \_\_\_\_\_ **Business Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_  
(YYYY-MM-DD)

**Preferred Method of Contact:**

**Cell #**

**Home #**

**Business #**

**Email**



### 3. Eligibility Criteria and Conditions of Appointment

- a. Individuals must be at least 18 years old.
- b. Undischarged bankrupts are ineligible to serve.
- c. Employees or medical and professional staff members working at the organization are not eligible.
- d. Individuals are expected to commit the time required to perform Board and Committee duties.
- e. Individuals must fulfill the requirements and responsibilities of their position and must comply with the Public Hospitals Act and other legislation governing the organization, the by-laws and policies, and all other applicable rules.
- f. Individuals must be interviewed by the Nominating Committee. Directors will be elected by the Members of the Corporation and Patient / Resident Representatives on Board Committees will be appointed by the Board of Directors.

### 4. 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.

### 5. Please give a brief statement on why you would like to serve on the Board of Directors or as a Patient / Resident Representative on a Board Committee.

### 6. Please give a brief “bio” about yourself, including your work and volunteer experience.



## 7. Conflict of Interest Disclosure Statement

Board Members and Patient / Resident Representatives on Board Committees must avoid conflicts between their self-interest and their duty to the organization. In the space below, please identify any relationship, personal or professional, that may create a conflict of interest, or the appearance of a conflict of interest, by virtue of being appointed to the Board or a Committee.

## 8. 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 is true.

**Signature:** \_\_\_\_\_ **Date:** (YYYY-MM-DD) \_\_\_\_\_



## Application for Membership: Schedule A

### *Knowledge, Skills, and Experience*

Please indicate your areas of knowledge, skills, and experience by completing the table below. Please note that it is not expected that you possess knowledge, skill or experience in all the areas set out in the table.

| Name: | Knowledge, Skills, and Experience         |            |          |              |            |  |
|-------|---|------------|----------|--------------|------------|--|
|       | None (0)                                  | Novice (1) | Good (2) | Advanced (3) | Expert (4) |  |
|       | Finance and Accounting                    |            |          |              |            |  |
|       | Business Management                       |            |          |              |            |  |
|       | Human Resources Management                |            |          |              |            |  |
|       | Health Care Admin & Policy, Needs, Trends |            |          |              |            |  |
|       | Clinical                                  |            |          |              |            |  |
|       | Government & Gov Relations                |            |          |              |            |  |
|       | Public Affairs and Communications         |            |          |              |            |  |
|       | Construction                              |            |          |              |            |  |
|       | Legal and Ethics                          |            |          |              |            |  |
|       | Strategic Planning                        |            |          |              |            |  |
|       | Patient & Health Care Advocacy            |            |          |              |            |  |
|       | Risk Management                           |            |          |              |            |  |
|       | Information Technology                    |            |          |              |            |  |
|       | Project Management                        |            |          |              |            |  |
|       | Education                                 |            |          |              |            |  |
|       | Research                                  |            |          |              |            |  |
|       | Quality & Performance Management          |            |          |              |            |  |
|       | Labour Relations                          |            |          |              |            |  |
|       | Governance & Board Functioning            |            |          |              |            |  |
|       | Safety                                    |            |          |              |            |  |
|       | Needs of Equity-Deserving* Populations    |            |          |              |            |  |

\*Equity-deserving populations are communities that experience significant collective barriers in participating in society. This could include attitudinal, historic, social and environmental barriers based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation and transgender status, etc.