



**Board of Directors Community Representative  
Application Form**

**1. Instructions**

- (a) To apply to be appointed to a community representative at Bruyère Continuing Care, you must complete this application and submit it with a copy of your current resume or biographical sketch.
- (b) Please submit your completed application and resume by mail or email using to the address below:

Manager Board Relations  
 Bruyère Continuing Care  
 43 Bruyère Street, Room 722B  
 Ottawa, ON K1N 5C8  
 Tel: 613-562-6262 (x 4093)  
[nboyer@bruyere.org](mailto:nboyer@bruyere.org)

- (c) The deadline for this application is April 29, 2019
- (d) For more information about this application process, please contact Nicole Boyer, Manager Planning Board Relations, at the above address.

**2. Applicant Contact Information**

Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/>  Last Name: _____  First Name: _____	Home ☎: _____  Work ☎: _____  Mobile ☎: _____  Email 📧: _____
<b>Home Address</b>  Address: _____  Unit #: _____ City: _____  Prov: _____ Postal Code: _____	<b>Work Address</b>  Address: _____  Unit #: _____ City: _____  Prov: _____ Postal Code: _____

**3. Eligibility Criteria and Conditions of Appointment**

- (a) Community representatives must be at least 18 years old.
- (b) Undischarged bankrupts are ineligible to serve as representatives.
- (c) Each community representative is expected to commit 3 -4 hours per month on committee work.
- (d) Representatives must fulfill the requirements and responsibilities of the role – for example, preparing for and attending meetings, upholding fiduciary obligations and working cooperatively and respectfully with colleagues. Must comply with legislation governing the corporation, the corporation’s by-laws and policies, and all other applicable rules.
- (e) Community representatives must sign a declaration confirming their agreement to adhere to their fiduciary duties and board and corporate policies.

**4. Conflict of Interest Disclosure Statement**

- (a) Board members and community representatives must avoid conflicts between their self-interest and their duty to the corporation. In the space below, 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 as a community representative to a board committee.

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**5. Knowledge, Skills and Experience**

- (a) The board seeks a complementary balance of knowledge, skills and experience among board members and community representatives. Please indicate your areas of knowledge, skills and experience by checking the appropriate boxes below:

Knowledge, skills and experience							
<b>Accounting &amp; Finance</b>				<b>Health Care Administration and Policy</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	Basic	Intermediate	Advanced	None	Basic	Intermediate	Advanced
<b>Business Management</b>				<b>Information Technology</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	Basic	Intermediate	Advanced	None	Basic	Intermediate	Advanced
<b>Clinical</b>				<b>Labour Relations</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	Basic	Intermediate	Advanced	None	Basic	Intermediate	Advanced
<b>Construction and Project Management</b>				<b>Legal</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	Basic	Intermediate	Advanced	None	Basic	Intermediate	Advanced

<b>Corporate Governance</b> <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Public Affairs, Advocacy &amp; Communications</b> <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Education &amp; Research</b> <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Quality &amp; Safety Performance</b> <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Ethics</b> <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Risk Management</b> <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>French Language</b> <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Strategic Planning</b> <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Human Resources Management</b> <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<b>Systems Thinking</b> <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

(b) Please list current or prior governance experience either at the board or board committee level.

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(c) Which areas of governance work are of particular interest to you?

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(d) Please describe any linkages you have or may have had with other health care groups within the community.

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**6. Commitment to mission and values**

(a) Community representatives help serve as stewards for the organization. They contribute to creating an environment that translates the mission and values into policies, programs and strategic direction. Describe in your own words how you can contribute to the mission and values of Bruyère and promote its Catholic identity.

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**7. 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 have read the description of community representative appointment and responsibilities;
- (c) If applying for a position as a community representative, and my application to is approved, I agree to act as a community representative of the Corporation and, in that capacity, I shall at all times act honestly and in good faith, in the best interest of the Corporation and abide by the Corporation's By-Laws and all governing legislation; and
- (d) I fully understand that any errors in my application may result in my application for consideration as a community representative being refused or revoked. I undertake to advise the Corporation immediately in writing of any change in the information contained in this application.

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Name of Applicant (please print)

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Signature of Applicant

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Date (yyyy/mm/dd)

## **Board of Directors Community Representative Appointment and Responsibilities**

### **1. Appointment**

The Bruyère Board of Directors may appoint individuals from the community at large for the knowledge, skills, and experiences they would bring to a particular committee. These community representatives are not members of the Board.

1.1 Community representatives are appointed to Board committees for their knowledge, skills or experience in the following areas:

- accounting and finance
- business management
- clinical
- construction and project management
- corporate governance
- education and/or research
- ethics
- French language
- human resources management
- health care administration and policy
- information technology
- labour relations
- legal
- public affairs, advocacy and communications
- quality and safety performance
- risk management
- strategic planning
- systems thinking

1.2 One community representative will be appointed as a patient/family representative, based on their care experience and ability to provide direct input into decision-making around policies, programs and practices that affect patient care and services.

1.3 Community representatives follow the same recruitment process as board members including a face-to-face interview.

1.4 Community representatives are appointed for a 1 year term, and based on performance evaluations, may serve additional terms.

## **2. RESPONSIBILITIES OF COMMUNITY REPRESENTATIVES**

Community representatives shall follow the guidelines and policies established by the Board, and reflect the mission and vision of Bruyère.

2.1 Community representatives are expected to participate in:

- an orientation session;
- guided tours of each site;
- meetings of the committee they are appointed to such as Audit and Resource Management (ARMC), Quality Management and Mission Effectiveness (QMME) and Governance and Nominating (GNC);
- related education sessions; and
- strategic planning as required.

2.2 Upon invitation of the Board, each Community representative may receive notice of and attend meetings of the Board. Community representatives are not entitled to vote at meetings of the Board or committees of the Board.

2.3 Community members are provided a mentor.