

Document Name:	Board Membership Application Process		
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Classification:	Board of Directors	Section: Board Effectiveness	
Owner: President & CEO	Signing Authority: Board of Directors		

POLICY STATEMENT:

The Board is a skills/knowledge-based Board with a passion to serve. Directors are chosen for their skill, competency, knowledge and experience, which will support the mission of HGMH. While in keeping with the objective of maintaining a skills/knowledge-based Board, Board membership should reflect the diversity of the Corporation's catchment area.

This policy outlines the application process members of the community use to apply to become a member of the Board of Directors.

PROCEDURE:

1. To apply for membership on the HGMH Board of Directors, the applicant must secure an application package from the HGMH website www.hgmh.on.ca or through administration which contains/requires the following:
 - i) Covering letter
 - ii) Conflict of interest disclosure
 - iii) Skill matrix form
 - iv) Vulnerable Sector check
 - v) Updated resume
 - vi) Interview (with panel to include CEO or delegate as non-voting member)

Applications that are completed via an electronic submission process. Applicants that do not have access to electronic devices may submit hardcopy through the Board Liaison.

2. The application form will also include:
 - a) Eligibility Criteria and Conditions of Appointment
 - b) Duties and Expectations of a Director
3. If selected by the nominating committee, the applicant will be notified to be present at the Annual Meeting when/if voting is to take place. The applicant will also be notified if not selected, and applications will remain on file for one year at the candidate's request.
4. The Board of Directors continually strives to represent the diversity of voices and experiences in our community and strongly encourages Indigenous peoples, members of visible minorities, persons with disabilities, and people who identify as 2SLGBTQ+, to apply.

Effective: Jan 2015	Last review/revision: Apr 2025	Next review: Apr 2028
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Note: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the Intranet prior to use.