



Mental Health - Care & Research
Santé mentale - Soins et recherche

Board Governance

The Royal

Expression of Interest for serving on
Boards of Directors | Trustees

Expression of Interest for serving on one of the Boards of Directors | Trustees

Thank you for your interest in serving the mission and vision of The Royal as a governance volunteer. We respectfully ask you to complete this form to assist our governance committees to fulfill the difficult task of selecting candidates for nomination whose experience, skills, and personal attributes best meet the identified needs of our organization in this election year.

1. Instructions:

Please complete this form and submit it with a copy of your current resume or a brief biographical sketch by mail, fax, or e-mail to the following address:

Mail: Board Nominations
The Royal
1145 Carling Avenue
4th Floor, Foundation office, c/o J. Scully
Ottawa, ON K1Z 7K4

Email: janie.scully@theroyal.ca

Fax: 613.761.3605

Questions: call 613.722.6521 x 6527 or visit our website at www.theroyal.ca

2. Please indicate on which of The Royal's Boards you are interested in serving (check all that apply):

- Royal Ottawa Health Care Group (hospitals)
- Royal Ottawa Foundation for Mental Health
- The Royal's Institute of Mental Health Research
affiliated with the University of Ottawa

If a position is not available to fulfill your interest to serve on our boards, would you be open to serving on a committee or in another capacity?

Yes No

3. Applicant Contact Information

Name	First: _____ Surname: _____
Address	Business: _____ _____ _____
	Home: _____ _____ _____
	Preferred Address: Business <input type="checkbox"/> Home <input type="checkbox"/>
Telephone	Business: _____ Home: _____ Cell: _____
	Preferred Telephone: Business <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/>
Email	Business: _____
	Home: _____
	Preferred Email: Business <input type="checkbox"/> Home <input type="checkbox"/>

4. Eligibility Criteria and Conditions of Appointment

Directors/trustees is used interchangeably.

- a. Directors must be at least 18 years old.
- b. Those who have the status of bankrupt are ineligible to serve as directors.
- c. “Ineligible individual” as defined by the Income Tax Act may not serve as a director.
- d. Directors are expected to commit the time required to perform board and committee duties. The minimum time commitment is likely 3-5 hours per month.
- e. Directors must fulfill the requirements and responsibilities of their position, for example, preparing for and attending board and committee meetings, upholding their fiduciary obligations and working cooperatively and respectfully with other board members.
- f. Directors must comply with legislation governing the corporation, the corporation's by laws and policies, and all other applicable rules.
- g. Directors must sign a Declaration confirming their agreement to adhere to their fiduciary duties and board and corporate policies.
- h. Directors must complete and obtain a Police Records Check.

Please refer to the relevant Board's roles | expectations and criteria for further details.

- **The Royal**
- **Foundation**
- **Research**

5. Conflict of Interest and Disclosure Statement

Directors must avoid conflicts between their self interest and their duty to the corporation. In the space below, please identify any relationship with any business or organization that may create a conflict of interest, or the appearance of a conflict of interest, by virtue of being appointed to the board.

6. Knowledge, Skills, Abilities and Experience

Please list current or prior board experience:

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

Please describe any associations you may have had with various health care groups or charitable foundations:

Please describe how you would help The Royal advance its organizational vision and philanthropic objectives.

The Boards seek a complementary balance of knowledge, skills, abilities and experience. Please indicate your knowledge, skills, abilities and experience for each category.

Knowledge, Skills, and Experience																					
Please indicate your knowledge, skills, and experience for each category (See rating definitions below)																					
All Organizations											Hospital and Research										
Finance/Accounting Designation CA, CMA, CGA (Yes/No)	Philanthropy	Individual and Corporate Networks	Financial Literacy	Risk Management	Human Resources Management/Labour Relations/ Organization Development	Health Care System/Strategy	Ethics Expertise *	Legal LLB (Yes/No)	Strategic Planning & Organization Performance	Board Governance	Non-Profit Board Expertise	Partnership Building/Community Alliances	Advocacy **	Bilingual – English/French	Clinical Expertise	Research Expertise	Technology/Information Management Strategies	Quality Systems & Management	Government Relations & Strategic Communications	Lived Expertise/Family	Lived Expertise/Client

* Do not rank yourself for acting ethically, as the presumption is that everyone behaves in an ethical manner

** Pro-active advocate/supporter in support of The Royal

- 3 Advanced** - Has really strong experience in this area through professional experience and/or education. You could lead in this area on the Board.
- 2 Good** - Has some level of experience in this area either through professional experience and/or education. You can contribute in this area on the Board.
- 1 Fair** - Has some level of personal experience or interest in this area. You could help in this area but not lead.
- 0 None** - Has never had the opportunity to develop this competency in a professional environment. You would not be able to or are not interested in contributing in this area on the board.

Please indicate (✓) if there are areas of board activity | responsibility that are of particular interest to you:

Finance and Investment	<input type="checkbox"/>	Governance & Policy	<input type="checkbox"/>
Audit	<input type="checkbox"/>	Quality of Care & Performance	<input type="checkbox"/>
Research	<input type="checkbox"/>	Philanthropy	<input type="checkbox"/>
Events	<input type="checkbox"/>		

Please list three references and contact information (name, phone number and email address)

1. _____
2. _____
3. _____

7. Declaration

By submitting this application, I declare that

- a. I meet the eligibility criteria and accept the conditions of nomination as described.
- b. I read and agree to comply with the following documents of The Royal's boards in which I have expressed interest:
 - **Board of Directors' | Trustees' Duties and Expectations of a Director | Trustee**
 - **Board of Trustees' Code of Conduct**
 - **Foundation Board Code of Conduct**
 - **Research Board of Conduct**
- c. I certify that the information in this application and in my resume or biographical sketch is true.

Signature _____ Date _____