

**CAMBRIDGE
MEMORIAL
HOSPITAL
FOUNDATION**

Information for Board Applicants

This information has been designed to:

- ✓ Provide valuable background about CMHF
 - its Mission, Values, and the competencies needed to be a Board Director
- ✓ Answer many of your questions BEFORE you accept an invitation to meet the interview panel
- ✓ Assist you in preparing for the interview and determining if you are able to meet the level of commitment required of a CMHF Director.
- ✓ Introduce you to the concept of Community Committee Members (CCM).
 - In the event that Board positions are filled, you may be eligible to serve on a committee as a CCM.

What is the Hospital Foundation all about?



- Did you know that hospitals in Ontario require the support of our Community to raise funds for equipment? In fact, 100% of the funding for new and replacement equipment comes from community donations.
- The Foundation exists to engage with the Community to raise funds for vital equipment.
- How do donations help? Top 6 reasons to give to Cambridge Memorial Hospital Foundation (CMHF):
 - Patient Care is enhanced and improved.
 - Care is provided close to home.
 - We can attract and retain great talent including doctors, nurses, and support staff when they have the equipment they need to do their jobs.
 - Every gift makes a difference.
 - Our new Future Ready hospital is open, and we want it to remain the most technologically advance hospital in the Region.
 - Donor generosity inspires others and has an incredible impact on those we serve.

The Foundation Mission, Vision, and Values



Vision

An inspired Community,
investing in healthcare.



Mission

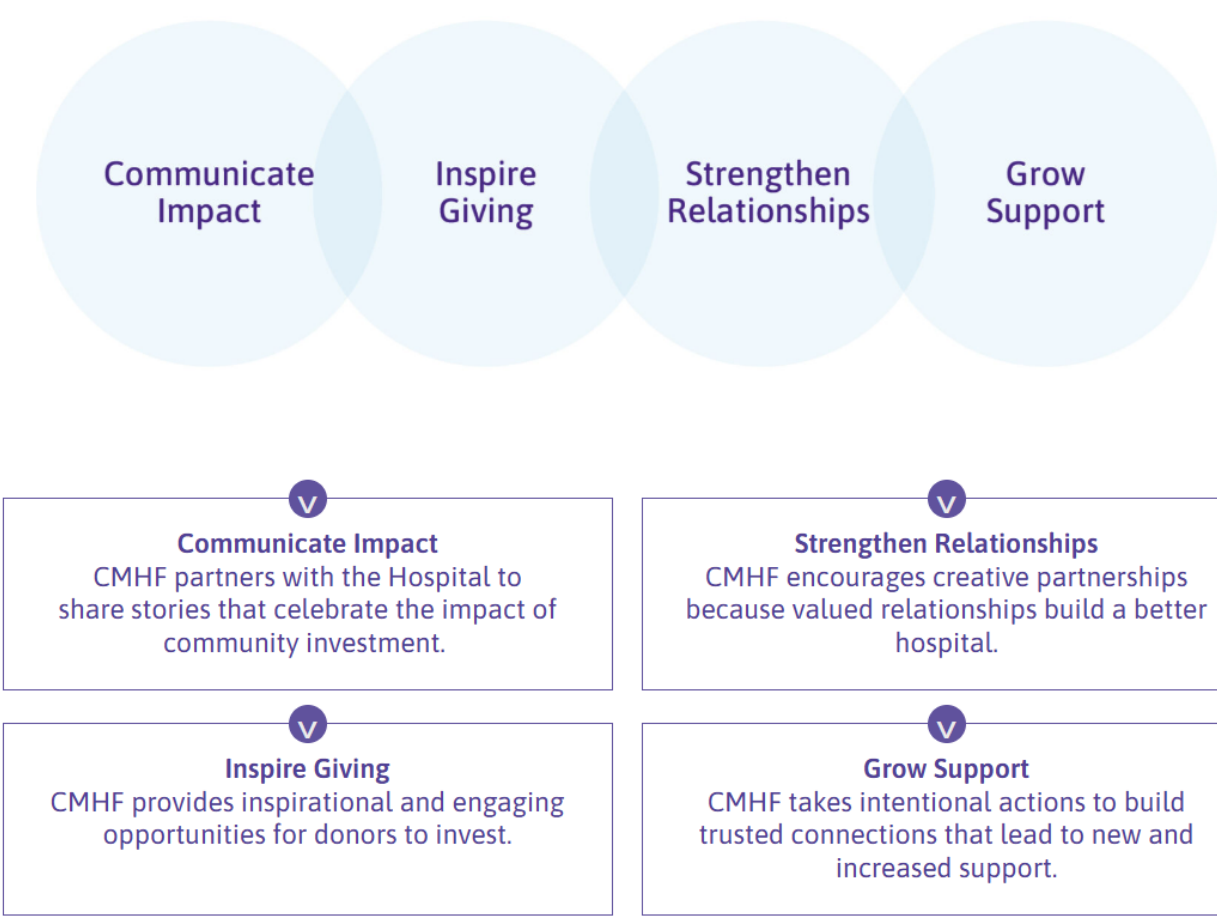
To champion investment in
CMH through awareness,
giving and stewardship.

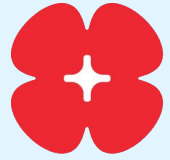


Values

GRIT: Gratitude, Respect,
Integrity, Trust

Strategically build proud champions of our Hospital and ask for investments by:





CAMBRIDGE
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Meet the Chair and CEO of the Foundation



Tim Edworthy, CPA, CA
CHAIR



Lisa Short
PRESIDENT & CEO

What role does the Board of Directors play in the work of the Foundation?



The Board of Directors is the legal authority for the Cambridge Memorial Hospital Foundation. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization. A Director is a steward of the faith, goodwill and resources that the community has invested in the Foundation and is also a source of inspiration, leadership, and accountability for the organization.

Due to the nature of this role, all successful candidates are required to complete a Police Reference Check, sign confidentiality and code of conduct agreements, and statements of understanding related to all policies of the organization.

Terms and Time Commitment

- ✓ Director terms are three years in duration, with the option to serve a maximum of two terms (6 years).
- ✓ The total time commitment expected --- between Board and Committee meetings and preparation --- averages one day per month



Will I need to also do Board Committee Work?

- ✓ Yes, each CMHF Board member is expected to serve on one Standing Committee. These committees include:
 - Governance;
 - Finance;
 - And/or Ad Hoc Committees as the Board may from time to time approve.
- ✓ The Governance Committee meets 4 times per fiscal year.
- ✓ The Finance Committee meets 6 times per fiscal year.
- ✓ Each Committee is responsible to report to the Board of Directors after each meeting.



Is there Compensation as a Board Director?

- **No.** The Directors of the Corporation shall serve without remuneration as this is a volunteer board position
- The provision of Director's and Officer's Liability Insurance is not considered to be remuneration



What are the Duties & Responsibilities of a Board Director?



- ✓ Members of the Board of Directors owe fiduciary duties to CMHF;
- ✓ The principal duties are the duty of care, the duty of loyalty, and the duty of obedience;
- ✓ Actively lead, support, and promote CMHF's vision and mission;
- ✓ Be knowledgeable about the industry and the environment in which it operates;
- ✓ Keep informed as to the policies, business, and affairs of the organization;
- ✓ Understand and respect the difference between governing and managing;
- ✓ Prepare for Board and committee meetings by reading reports and background materials;
- ✓ Use relevant business knowledge and experience to assist in the development of long-range policy objectives;
- ✓ Contribute fully and honestly to the Board and committee discussions.

What competencies and experience do I need to be a Board Director at CMHF?



- ✓ Understand Fundraising needs of the size and scale of the CMHF
- ✓ Strong business acumen gained from working experience as a Director or senior executive
- ✓ Understand the relationship between CMHF (Foundation) and CMH (Hospital)
- ✓ Previous board experience at an organization of this depth and breadth
- ✓ Formal education in governance is a definite asset
- ✓ Preference for Candidates with executive experience (director or above) in Fundraising, Manufacturing and Healthcare sectors
- ✓ CMHF welcomes applicants from diverse backgrounds
- ✓ Only applicants from Ontario will be considered

What competencies and experience do I need to be a Board Director at CMHF?



QUALIFICATIONS:

- ✓ Knowledge, skills or experience in one or more areas of Board governance, such as finance, strategic planning, policy development, volunteer management, etc.
- ✓ Interest or experience in the charitable sector and volunteerism;
- ✓ Commitment to the work of Cambridge Memorial Hospital Foundation and concern for the organization's continued growth and development;
- ✓ Honesty, integrity and a developed sense of values;
- ✓ An ability to listen, analyze, and think clearly and creatively;
- ✓ Community-building skills with sensitivity to and tolerance of differing views;
- ✓ Willingness to learn new skills such as how to cultivate and solicit funds, recruit board members and other volunteers, as well as a willingness to learn more about the program areas of the organization.

How are new Directors supported during the onboarding process?

- ❑ Onboarding is conducted by internal subject matter experts focusing on governance, legal, scorecard measurement and committees
- ❑ Mentorship is also available where existing Board members can guide you during your onboarding
- ❑ Training modules are available on the Board portal





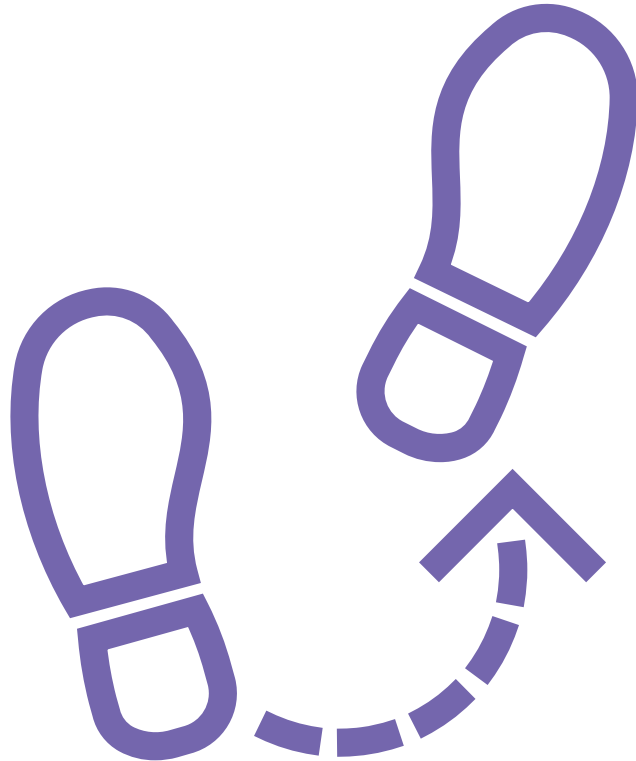
Community Committee Members

PURPOSE:

The purpose of inviting non-Directors (Community Members) to volunteer as members of Board committees is:

- ✓ To promote citizen awareness of CMHF and draw on the valuable expertise, perspective, connections and capacity, present in the community, as a means of contributing to the Foundation's success;
- ✓ To encourage active engagement by providing qualified volunteers the opportunity to directly participate in Foundation activities without the formal fiduciary responsibility of Directorship; and
- ✓ To allow both the community member and Board to assess their mutual interest in considering potential for election as a CMHF Director.

What are my next steps?



- Be sure to visit www.cmhfoundation.ca for even more information
- More Questions? Please reach out to foundation@cmh.org.

What can I expect after I apply?

March - April

- Your application will be reviewed by the Nominations Committee.

Late March – Early April

- If shortlisted for an interview, you will be invited for a formal interview by the Nominations Committee.

Late April

- Resumes of successful applicants will be presented to the Governance Committee for approval and recommendation to the Board.

May – June

- Subject to board approval, nominees will be recommended for election to the Board at the Annual General Meeting in June.

June 24, 2025

- The new Director will join the Board Meeting immediately following the AGM.

September

- Committee and mentor assignments, and Director orientation occur before the first Board meeting.

Noteworthy Dates

What	When (2025)
Interviews for Board Candidates	Week of March 24 or March 31
Follow-up with all candidates and consideration for Community Committee Members discussed/invitation extended	April 7 – April 21
Governance Committee Approval for recommendation to the Board	April 23
Police Checks and Reference Verification	April 28 – June 13
New Board Members to attend AGM	June 24*
Orientation for New Board Members	September

*Schedule for 2025-2026 Board and Committee meetings circulated

THANK YOU!

For any questions, please reach
out to Lisa Short, President & CEO
foundation@cmh.org

