

February 3, 2022

Re: Board of Directors and Members of Standing Committees for Hong Fook Mental Health Association and HF Connecting Health Nurse Practitioner-Led Clinic
Nomination Application Deadline – **Friday, April 15, 2022**

Dear Hong Fook Families and Supporters,

We are pleased to inform you that we accept nominations for positions on the Board of Directors and on-Board Standing Committees for Hong Fook Mental Health Association and/or HF Connecting Health Nurse Practitioner-Led Clinic. Participating in the Board and its Standing Committees are great ways to be involved with Hong Fook and play a significant role in shaping the future of the organization and the services it provides to our communities.

We have talented and committed individuals who are Hong Fook families and supporters. We welcome candidates with professional skills and interests in various areas: **IT/Digital Marketing/Web developer, Human Resource, Lawyer, Commercial Real Estate, Health/Social services/Nurse Practitioners, Finance, and Accounting.** For Association nominations, please note that candidates are Association members in good standing to be eligible and to hold office. Please find included the Board Recruitment Advertisement, which provides brief descriptions of the functions of the Board, various Standing Committees and the roles and responsibilities of its members. Nomination forms are also included.

If you are interested in joining the Board or one of the Standing Committees, please provide, on a confidential basis, your resume detailing your work and volunteer experience along with the completed nomination form to Nomination Committee at nomination@hongfook.ca by **Friday, April 15, 2022**. If you have any questions, please do not hesitate to contact Jenny Le at jle@hongfook.ca.

We appreciate your consideration and look forward to hearing from you.

Sincerely,

Grace Kangmehae Lee
Chair of the Joint Nomination Committee

Hong Fook Mental Health Association (www.hongfook.ca) was established in 1982 to address the mental health concerns in the East & Southeast Asian communities – currently working with the Cambodian, Chinese, Korean and Vietnamese communities. The Association aims to help people with linguistic and cultural barriers to gain access to mental health services, within the province of **Ontario**.

We provide counseling, case management, assessment, consultation, advocacy, psycho-educational workshops and self-help & mutual support groups, special English as a second language class, and housing services to community members with mental health issues and their families. We also provide community education and mental health promotion activities.

Our Vision Championing Culturally Competent Care

Our Mission Hong Fook Mental Health Association is dedicated to improving the lives of Asian and other communities.

HF Connecting Health Nurse Practitioner-Led Clinic began seeing patients on July 29, 2013 and held a grand opening celebration on September 16, 2013. Funded by the Ontario Ministry of Health, the Nurse Practitioner-Led Clinic (NPLC) is an innovative primary health care delivery model in which Nurse Practitioners (NPs) are the lead providers of care within an inter-professional health team and support staff. NPLCs improve access to care and focus on the quality of care through enhanced health promotion, disease prevention, chronic disease management, and other ailments for clients of all ages and stages that do not currently have a primary health care provider.

Our Vision: Equitable Access to Primary Health Care

Our Mission: The clinic shall provide culturally competent and socially inclusive primary health care services with a focus on mental health through collaborative services, education, advocacy and research.

Brief Descriptions of the Hong Fook Mental Health Association and HF Connecting Health Nurse Practitioner-Led Clinic Board of Directors

Board of Directors

The Board of Directors shall be composed of a minimum of 10 and a maximum of 20 directors. Board members shall reflect the stakeholders of the Corporation.

Functions of the Board

The Board shall bear the responsibility, authority, and accountability for the Corporation. The Board shall ensure the Corporation's resources and capacities are deployed in ways that meet its objectives. The Board

shall represent, protect, and advance the interests of the Corporation's stakeholders and serve as their agent.

The Board of Directors generally meet once every 6 weeks while each Director also participates in one or two Standing Committees: Service Development & Quality, Human Resource & Finance, Membership Volunteer & Board Development, and Nomination Committee.

General competencies required of our Board members include:

- Board governance knowledge and experience
- Leadership and interpersonal skills
- Accountability for decisions and actions
- Effective communication

RESPONSIBILITIES & ROLES

- Regular attendance at Board meetings
- Familiarizes themselves with Board policies
- Participates in committees, events and functions of the Corporation
- Formulates and regularly reviews the Corporation's vision, goals and direction to ensure the stakeholders' needs, interests and expectations are fulfilled
- Selects and appoints an Executive Director to whom the responsibility for the management of the Corporation is delegated; to ensure high levels of executive performance by specifying its expectations of the Executive Director; providing performance appraisals and making sure that a succession plan is in place
- Formulates quality objectives, associated indicators, and a continuous quality improvement plan with a focus on long-term outcomes of the Corporation, not on management details
- Performs its governance roles in policy formation, decision making and oversight (monitoring and assessing the Corporation's long-term outcomes and associated processes)
- Specifies key financial objectives for the Corporation; ensure that budgets are aligned with financial objectives, key goals and the vision; ensure that necessary financial controls are in place
- Ensures funds to meet goals that support the Corporation's strategic direction
- Monitors and regularly discusses Board process and performance

We are currently seeking candidates with skills/interest in these particular areas:

- Real Estate
- Information Technology
- Health and Social Services
- Paralegal
- Finance/Accounting
- Nursing/Nurse Practitioner

To apply

Please submit your resume no later than Friday, April 15, 2022 to:

Nomination Committee, c/o Jenny Le, Lead, Administrative Services, email: nomination@hongfook.ca

Nomination Form – Board of Directors

You are invited to submit nominations for vacancies on the Board of Directors. The Board Nomination Committee will review all nominations. There will be a selection process. Candidates will be subject to final Board approval.

Nominee*: _____

Mailing Address: _____

Office () _____; Cell () _____

Home () _____; Email _____

Nominee's Acceptance of Nomination (signed): _____

Resume, brief biography included with Nomination form

***Nominee to submit with the nomination form a resume and a brief biography – including work and volunteer experiences, areas of interest or specialty, and any participation in HF Connecting Health Nurse Practitioner-Led Clinic committees**

Nominator* (1)

Nominator* (2)

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

For Office Use Only:

Nominator 1 ()	Nominator 2 ()	Nominee ()
Nomination Accepted ()	Nomination Not Accepted ()	Resume received ()

Please return the completed nomination form, resume and a brief biography to the Nomination Committee nomination@hongfook.ca by Friday, April 15, 2022.

Brief Descriptions of the Standing Committees

Finance, Human Resources and Information Technology Committee

Purpose: Supports the Board to fulfil its functions in finance, fundraising and human resources governance activities.

Key functions:

- Recommends key financial objectives of the organization for Board approval
- Ensures that the budgets are aligned with financial objectives, key goals and the vision of the Corporation
- Ensures that the necessary financial controls are in place
- Acts as a consultant and/or provides advice to management around the Corporation's human resources, fundraising and financial policy and procedures
- Reviews and supports applications and other options for funding directly related to Corporation programming and services
- Ensures that the Hong Fook Mental Health Foundation is informed regarding the Corporation's participation in minor fundraising activities
- Reviews and manages disbursements from donors which are specific to Corporation activities

Membership, Volunteer and Board Development Committee

Purpose: Supports the Board to fulfil its functions in membership, volunteer and board development, and governance activities.

Key functions:

- Recommends membership and Board recruitment, retention and recognition policies
- Recommends volunteer recruitment, and training policies
- Recommends social and educational activities for membership and Board
- Recommends orientation and training policies for new members and new Board of Directors
- Recommends policies for Board evaluation of process and performance and Board development

Nomination Committee

Purpose: Supports the Board to fulfil its function of recruiting and maintaining Board members thus ensuring continuous quality governance by the Board.

Key functions:

- Recommends to the Board those candidates from the general membership who are deemed appropriate for election and/or appointment to the Board

Quality, Safety & Risk Management Committee or Service, Development and Quality Committee

Purpose: Supports the Board to fulfil its functions in service development and quality with a focus on long-term outcome, not on operational details.

Key functions:

- Ensures service development and delivery is consistent with the Corporation's vision, mission, objectives and strategic directions set by the Board
- Formulates and recommends quality objectives, associated indicators and a continuous quality improvement policy
- Recommends research and ethics policies of the Corporation

**GET INVOLVED! You can contribute
to HF Connecting Health Nurse Practitioner-Led Clinic**

Are you interested in joining any of the following Committees?

- Finance, Human Resources, and Information Technology Committee
- Nomination Committee
- Service Development and Quality Committee

Name: _____

Mailing Address: _____

Office () _____; Cell () _____

Home () _____; Email _____

Signature: _____ Date: _____

(Please indicate which committee(s) above)

Please return the completed nomination form with resume to Nomination Committee by email nomination@hongfook.ca by Friday, April 15, 2022.