



**Hong Fook Mental Health Association** ([www.hongfook.ca](http://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.

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## **Brief Descriptions of the Hong Fook Mental Health Association 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 four Standing Committees: Quality and Safety; Finance, Human Resource & IT; 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