



CANADIAN MENTAL
HEALTH ASSOCIATION
ASSOCIATION CANADIENNE
POUR LA SANTÉ MENTALE

Haldimand-Norfolk Branch

395 Queensway West
Simcoe, ON N3Y 2N4
Phone: 519-428-2380
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Email: info@cmha-hn.ca

CMHA Board Member Job Description

Board Composition

- The Board shall consist of a minimum of seven (7) Directors elected by the members.
- Four board members shall serve for a term of two (2) years and the rest for a term of one (1) year, and may include:
- A maximum of three (3) Directors who are resident of the Corporation or are in receipt of Corporation Services.

Qualifications

- ◆ No person may be elected or appointed as a Director unless that person is a member in good standing of the Corporation.
- ◆ No employee of the Corporation shall be eligible for election or appointment to the Board.
- ◆ No spouse, child, parent, brother or sister or immediate relation of any person included in subsection 14 shall be eligible for election or appointment to the board, except by resolution of the Board.
- ◆ No person who has been terminated from employment of the Corporation within a ten (10) year period shall be eligible for election or appointment to the Board.
- ◆ No person may be elected as a director who has not resided in the Counties of Haldimand or Norfolk for a continuous period of three (3) months immediately prior to election, or who hasn't been employed or carried on business in the Counties of Haldimand or Norfolk for a continuous period of three (3) months.
- ◆ No person may be elected or appointed a Director for more terms than will constitute six (6) consecutive years of service. However, following a break in the continuous service of at least one year, the same person may be re-elected or re-appointed a Director; unless
- ◆ Directors who are/or have been officers, may serve a maximum of eight (8) years.
- ◆ All Board Members must be over 18 years of age and shall not be bankrupt.

Responsibilities

- ◆ The Board has fiduciary responsibility for the Corporation. A fiduciary duty is a legal or ethical relationship of confidence or trust between two or more parties.
- ◆ The Board of Directors, working from a modified Carver Model of governance, oversees the command of the Corporation through the administrative responsibilities and reporting relationship between the Executive Director of the agency and the Board.
- ◆ Review the Mission Statement and Goals of the programs on an annual basis
- ◆ Establish policies for monitoring program management and operations
- ◆ Establish policies for program evaluation
- ◆ Ensure quality assurance and control



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- ◆ The Board may take on a limited public relations role in the community on behalf of the Corporation (Please Refer to the Bylaws for the above duties)

Board Relationship to the Administrator

- ◆ The Board of Directors oversees the administration of the agency through the Executive Director
- ◆ The Board makes inquiries regarding staff, tasks, and information through its Executive Director
- ◆ The Board shall base their assessment of the Executive Director on performance management with a review completed semi-annually by the Board President
- ◆ No individual or a group of Board Members acting on their own and independent of the Board or without consensus of the Board shall censure, instruct, or interfere in the day-to-day operations of the Corporation
- ◆ The Board Manages the Corporation's budgets through the Executive Director who is responsible for ensuring payables and receivables are individually met.