


MICs GROUP OF HEALTH SERVICES... MICs Board of Directors 	TOPIC: Board Recruitment	NUMBER: GOV-022
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	AUTHORITY: MICs Board Chairs	
	APPROVED SIGNATURES: <i>Robert Dennis</i> <i>Danielle Delaurier</i> <i>Patricia Duff</i>	LAST DATE REVIEWED:

BOARD RECRUITMENT PROCESS

POLICY

The MICs Group of Health Services is committed to fair and equitable process for seeking applications to the Board of Directors.

PURPOSE

The purpose of this policy is to guide members of the community who wish to apply to become a Board member.

PROCEDURE

1. The recruitment process for Board members shall include a public advertisement in at least one of the local newspapers as well as on the Corporation's public website.
2. In order to apply for membership on the MICs Board of Directors, the applicant must secure an application package from the MICs Group of Health Services website www.micsgroup.com or through administration.
3. The applicant must have the required skills, experience and capacity to govern and lead the Corporation and should encompass the universal and collective Director competencies identified in the skills matrix.
4. In order to ensure the Board reflects the diversity of the communities within the Catchment Area, regard will be made to the geographic background of the applicant as well as other demographic characteristics including, gender, language, culture, ethnic and social characteristics.
5. The Board will receive and review the list of recommended nominations, together with applications. The guidelines for the nomination of Directors set out in the Board Governance Manual shall be considered by the Board in its determination of the appropriate candidates for election as a Director.
6. Selected applicants will be required to submit to an interview.

7. If selected by the nominating committee, the applicant will be notified to be present at the Annual Meeting when/if voting is to take place. The applicant will also be notified if not selected and the application will remain on file for one year at the candidate's request.

In accordance with required management practice in healthcare, the approval of the candidate's application is conditional on passing a security screening check.

PROCESS

The Chief Executive Officer of the MICs Group of Health Services will provide a Request for Vulnerable Sector Record Check to the candidate who will submit it along with the Security Screening Form to their local OPP station.

The online Security Screening Check can be accessed by clicking on the following link:

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=&ENV=WWE&TIT=026-LE221E&NO=026-LE221E>

- ✓ There is no fee for individuals applying for a volunteer position.
- ✓ Two original forms of identification are required. (see Appendix A)
- ✓ The request is for "Level 2" only.

Level 2 consists of:

- a search of local police databases for occurrences that did not result in charges (e.g. police contacts including but not limited to theft, weapons, sex offences or violent, harmful and threatening behaviour).
- a search of local police databases for criminal charges that did not result in a conviction or finding of guilt (e.g. dispositions including, but not limited to, stayed, withdrawn, dismissed, and cases of not criminally responsible by reason of mental disorder as listed on local indices).
- a search of any information or records held by all other federal or other law enforcement databases.

Appendix A – Accepted Identification

To request any check, bring two original forms of identification from this list. At least one piece of ID needs to be photo identification. Acceptable forms of photo identification are:

- Driver's License
- BYID - Bring Your Identification, issued by the Liquor Control Board of Ontario (LCBO)
- Military Employment Card
- Canadian Citizenship Card
- Indian Status Card
- Passport
- Permanent Resident Card
- PAL (Possession & Acquisition License issued by the Chief Firearms Office)
- CNIB (Canadian National Institute for the Blind) Card
- Ontario Photo ID Card (issued by the MTO)
- NEXUS Card
- FAST Pass

Acceptable forms of non-photo identification:

- Birth Certificate
- Baptismal Certificate
- Hunting License
- Outdoors Card
- Canadian Blood Donor Card
- Immigration Papers