



**The Four Villages**  
Community Health Centre

WORKING TOGETHER FOR WHOLE HEALTH

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## THINKING ABOUT THE FOUR VILLAGES COMMUNITY HEALTH CENTRE BOARD MEMBERSHIP?

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The Four Villages Community Health Centre (Four Villages) has been providing primary health care since 1991, through an inter-professional team of health professionals. This care includes treatment services, illness prevention and health promotion programs.

Four Villages operates two locations to serve the residents of the communities of Roncesvalles, Bloor West, Swansea and Junction serving seniors, new mothers and families with children who are also newcomers and youth. The two locations are at 1700 Bloor Street West and 3446 Dundas Street West, Unit 2. The Dundas Site opened in February 2010.

Success for Four Villages comes with a strong community Board. The Board is responsible for setting the vision, the strategy and policy directions for Four Villages. To be a Board member, you must be elected by the corporate members at the Annual General Meeting of the corporation, which is held annually in June. In electing its Board members, Four Villages tries to get the most representation from our diverse community. Four Villages also tries to get a good mix of experience, skills and abilities. It is best if you work or live in our catchment area.

Inside this package, you will find information that is designed to give you an overview of Four Villages, its mission and strategic directions as well as the role and key attributes of our Board Members.

So, think it over! And if you are keen, please provide us with a brief **Statement of Interest** indicating why you want to be on the Board **and complete the enclosed application forms**. **A membership form needs to be completed as well** if you are not already a corporate member in good standing.

**THE DEADLINE FOR RECEIPT OF THE FULL APPLICATION PACKAGE IS NO LATER THAN MARCH 9, 2018 AT 5:00PM.**

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## ABOUT FOUR VILLAGES

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### Who We Are

We are a Community Health Centre (CHC):

- Conceived by this community to serve its health needs
- Not-for-profit organization funded by the Toronto Central Local Health Integration Network (TCLHIN)
- Governed by a volunteer board of directors (currently 12 members)

### Our Vision

To be a leader in building an inclusive, sustainable and healthy community.

### Our Mission

Committed to the social determinants of health, The Four Villages Community Health Centre provides accessible, inter-professional primary health care, improving individual and community health.

### Our Values

- **Collaboration:** We meet the needs of our clients and the community by fostering strategic partnerships, building on integration efforts and community expertise.
- **Respect:** We value everyone as a unique individual with the intrinsic right to respect and inclusion.
- **Empowerment:** We advocate, encourage and support everyone in achieving their goals and potential.
- **Excellence:** We conduct our work to provide high quality and innovative services and programs. We ensure accountable, efficient and effective use of resources.
- **Diversity:** Everyone is entitled to human rights and justice regardless of individual differences. We work to safeguard these rights by addressing the root causes of exclusion, and to attain and preserve human dignity to achieve equity.

## What We Do

- We are a unique primary health care resource for the residents of these four communities: ☉Roncesvalles ☉ Junction ☉ Bloor West ☉ Swansea
- We provide a range of comprehensive primary health care which includes treatment services, illness prevention, health promotion programs and capacity building initiatives. Services are structured and designed to eliminate system-wide barriers to accessing health care.

## How We Do It

An inter-professional team of health professionals, which includes family physicians, nurse practitioners, nurses, physiotherapists, social workers, chiropractors, occupational therapist, community health workers and dietitians works to provide coordinated primary health care services and programs. They are delivered at the individual, group and community levels.

The community health centre model of care is:

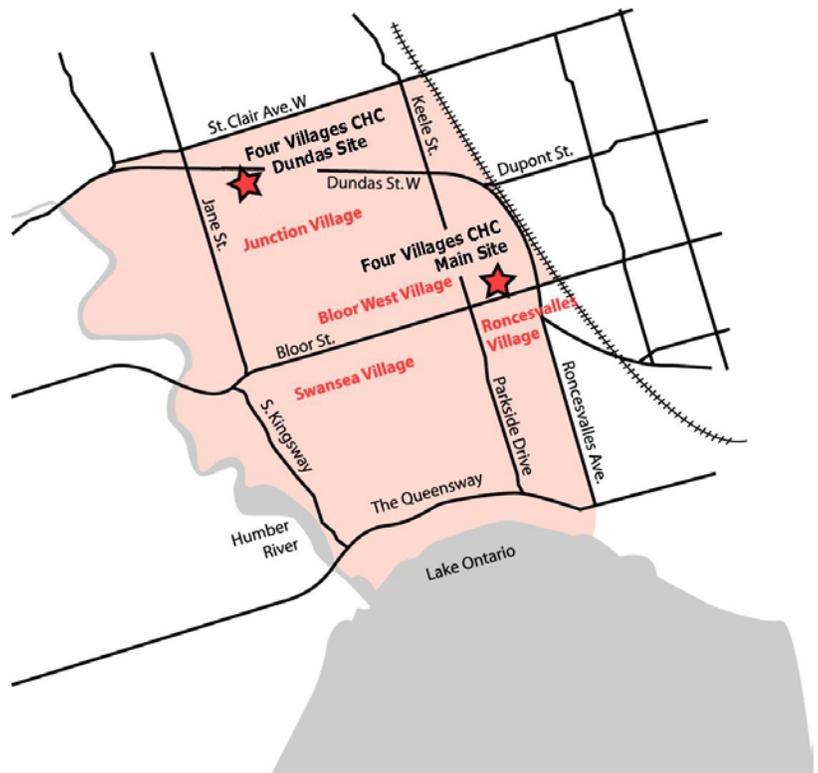
☉comprehensive☉ accessible ☉ client and community focused ☉ inter-professional☉ integrated ☉ community governed ☉ inclusive of the social determinants of health ☉ grounded in a community development approach.

## Why We Do It

- To improve access to primary health care, participation, equity, inclusiveness and social justice by eliminating systemic barriers to access and full participation.

## Who We Serve

- Our services and programs are available to people of all ages who live in our catchment area (see map).
- We give priority to seniors, newcomers and youth.
- For more information on our programs and services, as well as our strategic priorities please visit the Four Villages website at [4villageschc.ca](http://4villageschc.ca)



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## THE FOUR VILLAGES GOVERNANCE MODEL GUIDING PRINCIPLES

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### **Statement**

The focus of The Four Villages Community Health Centre Board is on Visioning, Strategic Planning and Policy.

### **BOARD ROLE AND RESPONSIBILITIES**

#### **Strategic Governance**

- Establish the vision, mission and values
- Provide strategic leadership and establish strategic goals and priorities
- Evaluate organizational performance against these goals and priorities
- Contribute to achievement of organizational strategic goals

#### **Fiduciary Oversight**

- Carry out its fiduciary role
- Ensure adequate and relevant policies, procedures and controls are approved and in place
- Monitor adherence to policies, procedures and controls
- Manage the CEO

#### **Board Self-Governance**

- Ensure adequate and relevant governance policies and procedures are in place
- Ensure board development
- Evaluate board performance
- Ensure board succession planning and continuity

#### **Community Engagement**

Engage with the Four Villages community and community partners to better respond to changes in the external environment, and the community's diverse needs and interests

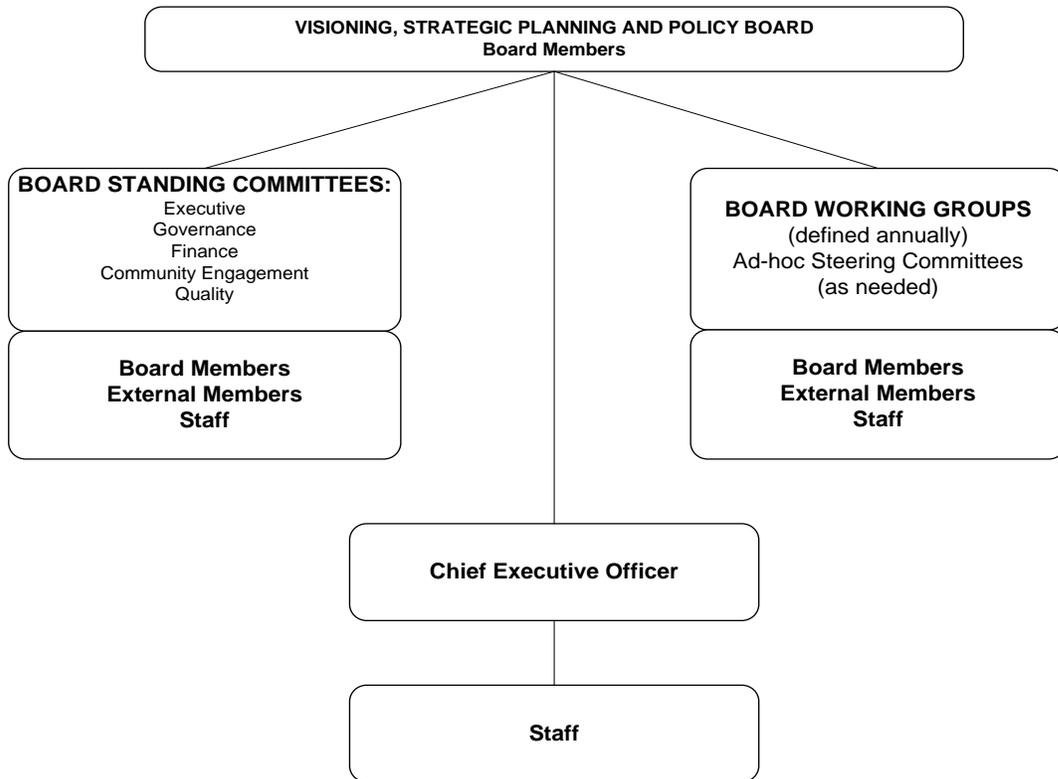
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## BOARD STRUCTURE

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Within this governance model, the Board defines the roles and responsibilities as well as communication lines between the Board and committees, CEO and Staff.

**THE FOUR VILLAGES COMMUNITY HEALTH CENTRE  
BOARD ORGANIZATIONAL CHART**



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## FREQUENTLY ASKED QUESTIONS

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### **What is the term commitment for a board member?**

- Board members serve a three-year term, unless they replace a member who could not complete his/her term. They are eligible for election for two consecutive terms of office, to a total of six years.

### **What are the other commitments for board members?**

- Board members attend Board meetings and participate in Committees and/or Working Groups of the Board. A Board member will cease to become a member if he/she misses three consecutive meetings of the Board.

### **How frequently does the board meet?**

- The Board meets approximately six times per year on the third Wednesday evening in a month. The Board does not meet in July and August. Board committees follow a similar schedule, typically six times per year per committee.

### **How long does it take to prepare for a board and board committee meetings?**

- About two hours of preparation prior to each meeting.

### **How do you describe the board?**

- The Board is proactive and adopts a governance framework that is focused on Visioning, Strategic Planning and Policy.

### **What are the other board committees and board working groups?**

- Board Committees currently are: Executive, Governance, Nominating, Finance, and Quality. When necessary to assist the Board with its tasks, Board Working Groups are set up by the Board.
- Committees and Working Groups meet at the call of the Chair and will meet only as necessary to complete their tasks as per mandate of the Board.

### **Do the board, committees, and working groups make work plans for themselves for the year? Do they report on progress on a regular basis?**

- Yes. The Board Committees and Working Groups have terms of reference. The Board develops an annual work plan and follows a three-year Calendar schedule regarding reports and strategic plans.

### **Does the board evaluate its own performance on an annual basis?**

- Yes. The Board has established a process and schedule to assess its effectiveness and annual performance.

### **Is support for childcare available?**

- Four Villages pays for the childcare costs incurred during Board or Committee meetings or work, at request. Expense claim includes attached proof of payment.

### **Is being a board member fun?**

- The most!

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## “Still Interested?”

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**To apply please complete the following, attached to this package:**

- Statement of Interest
- Board application form
- Resume submission
- Corporate membership application form (if you are not yet a corporate member)

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## STATEMENT OF INTEREST

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**Please provide us with a brief overview of your interest and reasons for applying to the position of Director of the Board of The Four Villages Community Health Centre.**

In our efforts to be reflective of the communities we serve, we strongly encourage individuals from equity seeking groups to apply and to self-identify within their statement of interest in terms of age, gender, sexual orientation, racial/ethnic background, disability, and religion/faith/spiritual belief.

I acknowledge having read and understood the Statement of Vision, Mission and Values of The Four Villages Community Health Centre. I agree to abide by and to promote Four Villages' core values and Community Health Centre model of care.

I understand that the information provided within my application will be used for the purpose of board member applicant selection and board development planning.

I am aware that if I am offered a position on the Board, I will be required to have a criminal reference check completed prior to attending my first Board meeting.

**Name:**

**Date:**

**BOARD OF DIRECTORS APPLICATION**

Name	
Address	
Tel No. (Home)	
(Business)	
E-Mail Address	

**FOUR VILLAGES VALUES - C.R.E.E.D.:**

Collaboration – Respect – Empowerment – Excellence – Diversity

**Important attributes for Four Villages Board members:**

- Personal integrity
- Willingness to contribute to the community
- Commitment to and/or willingness to learn and adopt the Community Health Centre model of primary health care delivery
- Willingness to adopt the Four Villages’ governance model
- Team player and team builder: active listener who respects and is comfortable with different opinions; active contributor to discussions and initiative
- Leadership skills, philosophy and style that encourage leadership capacity building and promote participation

**In order to assist us in selecting Board members who can best meet the present needs of Four Villages, please provide us with the following information:**

	Yes	No
I live in the Four Villages’ community	<input type="radio"/>	<input type="radio"/>
I work in the Four Villages’ community. If yes, specify occupation	<input type="radio"/>	<input type="radio"/>
I volunteer in the Four Villages’ community. If yes, specify organization	<input type="radio"/>	<input type="radio"/>
I volunteer in Four Villages. If yes, which program?	<input type="radio"/>	<input type="radio"/>
I speak more than one language: Identify _____	<input type="radio"/>	<input type="radio"/>

How did you find out about this posting for Board members? Please select any that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Flyer                       | <input type="checkbox"/> DiverseCity onBoard           |
| <input type="checkbox"/> Newspaper (please specify): | <input type="checkbox"/> AOHC website                  |
| <input type="checkbox"/> Friend/Family               | <input type="checkbox"/> Volunteer Toronto             |
| <input type="checkbox"/> Four Villages website       | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Charity Village             |  |

**It is important to have Board members who have linkages to various community sectors, and who represent its diversity. Please indicate below your connections to the community Four Villages serves and tell us what those connections are:**

	Identify how you are involved in these areas
Advocacy	
Business	
Education	
Environment	
Government	
Healthcare/Medicine	
Labour	
Legal	
Mental health	
Newcomers	
Public health	
Seniors	
Social Services	
Spiritual/Religious	
Students/Youth	
Other	

**We would like to know what skills you would contribute to the Board. Please identify from the list below your top 3 skills that would most support the Board's work. Please indicate the ranking of your top 3 skills only (1 = strongest skill, 2 = second strongest skill, 3 = third strongest)**

	RANKING (1, 2, OR 3)
Accounting/Financial	
Advocacy	
Board Governance	
Capital planning / capital development	
Communications and Public Relations	
Community Engagement	
Government and government relations	
Healthcare/Medicine	
Human Resources	
Information Technology	
Law (please specify what area)	
Labour relations	
Law	
Leadership development	
Leadership relating to recruitment and selection, performance review, management, termination of Executive Director/CEO	
Networking	
Policy Development	

Priority setting and systems thinking	
Property management	
Quality Improvement	
Risk Management	
Strategic Planning	
Other (please specify)	

**Please attach your resume as part of the Application Package.**

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## **BECOME A CORPORATE MEMBER OF THE FOUR VILLAGES COMMUNITY HEALTH CENTRE**

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**We highly value and welcome community-minded individuals who are dedicated to building a healthy strong community. Anyone who supports the Vision, Mission, and Values of Four Villages can become a corporate member.**

By becoming a corporate member of The Four Villages Community Health Centre, you can:

- Apply to become a Board Director and have a say in the direction of Four Villages
- Elect the Board of Directors
- Attend and vote at Annual General Meetings
- Have access to program schedules and other relevant information as available

Becoming a corporate member is simple. Just complete and sign the form on the back of this page and return it to reception with the \$5.00 fee. For more information, please call our Administrative Assistant at **416-604-0640 ext.1045**.

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### **VISION**

To be a leader in building an inclusive, sustainable and healthy community.

### **MISSION**

Committed to the social determinants of health, The Four Villages Community Health Centre provides accessible, interdisciplinary primary health care, improving individual and community health.

As an accredited, community based, publicly funded organization, we lead, advocate and engage in innovative and collaborative approaches and partnerships. We:

- work with individuals to access integrated programs and services that promote wellness;
- promote social inclusion, change and justice;
- contribute to building community capacity;
- promote a healthy and sustainable environment.

### **VALUES**

#### **Collaboration**

We meet the needs of our clients and the community by fostering strategic partnerships, building on integration efforts and community expertise.

#### **Respect**

We value everyone as a unique individual with the intrinsic right to respect and inclusion.

#### **Empowerment**

We advocate, encourage and support everyone in achieving their goals and potential.

#### **Excellence**

We conduct our work to provide high quality and innovative services and programs. We ensure accountable, efficient and effective use of resources.

#### **Diversity**

Everyone is entitled to human rights and justice regardless of individual differences. We work to safeguard these rights by addressing the rootcauses of exclusion, and to attain and preserve human dignity to achieve equity.

### **OUR CLIENTS**

The Four Villages Community Health Centre provides programs and services to the residents of Roncesvalles, Bloor West, Swansea, and the Junction. We focus on serving the following populations:

- Seniors
- Newcomers
- Youth

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**CORPORATE MEMBERSHIP FORM**

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<input type="checkbox"/> APPLICATION	<input type="checkbox"/> RENEWAL	<input type="checkbox"/> RE-INSTATEMENT
<b>Membership Number</b>		
<b>Name</b>		
<b>Address</b>	Street:	
	City:	Postal Code:
<b>Telephone Number</b>	Home:	Business:
<b>E-Mail Address</b>		

I understand that Membership in the Corporation:

1. is granted at the discretion of the Board
2. is subject to an annual registration charge, as set by the Board
3. must be reinstated by the Board if lapsed
4. requires the member's name and address, to be recorded in the Corporation's Membership Register, which is open to inspection by the Board, other Members, and any other persons authorized by law (any health records are not included and remain confidential at all times); and
5. entitles the member to attend and vote at meetings of members.

I have read and I understand the above. I acknowledge that I have received, read and understood the Statement of Vision, Mission and Values of The Four Villages Community Health Centre (Four Villages) and have been given the opportunity to ask questions. I agree to promote Four Villages' Vision and Mission and that my actions as a corporate member shall be governed by Values of Four Villages. I understand my membership and voting privileges can be revoked by the Board of Directors.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Would you be interested in applying to become a member of the Board or an external member of a Board committee?

Yes     No

*If yes, a member of the Governance Committee will contact you about the application process.*

**MEMBERSHIP FEE:  \$5.00 (enclosed)**

Please send in your membership fee with this form.  
Make your cheque payable to The Four Villages Community Health Centre.

Revised February 2016  
Board Approved: February 24, 2016