



*South East Toronto*

**Family Health Team**

## **Board of Directors Application Form**

The South East Toronto Family Health Team (SETFHT) is a group of family physicians, medical residents and health care professionals who provide primary care services to approximately 20,000 rostered patients and 4000 + community members for select programs & services in the East York area. SETFHT is affiliated with the University of Toronto Department of Family and Community Medicine and is funded by the Ministry of Health and Long-Term Care. Funding for SETFHT is provided directly by the Ministry of Health and Long-Term Care.

SETFHT is governed by a volunteer Board of Directors whose responsibilities are:

- Provision of strategic leadership for the organization, in keeping with its Mission, Vision and Values.
- Policy development, quality improvement, and risk management/accountability.
- Ensuring there is a clear distinction of Board, Committee, and Staff roles, with delegation of operational responsibility to the Executive Director and staff through clear policies and procedures.

The Board remains accountable for all aspects of the Corporation's activities and receives appropriate, timely information and reports from staff to fulfill this accountability requirement.

The Board is comprised of ten (10) members:

- Five (5) members of the South East Toronto Family Health Organization (SETFHO) ; and
- Four (4) community members.
- One (1) Ex Officio member the Chief of Family Medicine

and are approved by the membership of the South East Toronto Family Health Team at the Annual General Meeting.

Board members serve a three year term, subject to ongoing renewal. Once elected, or appointed, a Board Member is expected to actively participate in the activities of the Board, particularly Committee and Board meetings.

Materials for discussion are provided in advance to assist the members to prepare for each meeting.

The total time commitment for these activities should not exceed an average of one to two meetings bimonthly, although more time will be required when the Board Member takes on a leadership role, such as President/Board Chair, Secretary/Treasurer, Chair of a Committee, or when a special project (e.g. Strategic Planning) is under way.

## Board of Directors Application Form

Please provide the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

Occupation and Place of Work: \_\_\_\_\_  
\_\_\_\_\_

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1. Why do you want to be a Board Member of the South East Toronto Family Health Team?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Do you have prior Board experience? Please provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What skill set would you bring to the SETFHT Board? Please check all that apply.

- Finance
- Legal/risk management
- Government relations
- Human and labour relations
- Quality improvement
- Fundraising
- Education and teaching
- Capital projects
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

4. Are you a current patient of SETFHT?

YES

NO

5. SETFHT Board members are expected to prepare and attend Board and committee meetings each month (some times during work hours). Is this a commitment you are able to make?
- YES  NO

6. What else should we know about you?

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7. **References:** To learn more about our Board candidates, we like to talk with people who know you well. We would like your permission to contact two.

Name	Relationship	Phone	Email address

A Criminal Reference Check is required by SETFHT policy. The cost will be covered by SETFHT if you are elected to the Board.

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Thank you for your interest in the South East Toronto Family Health Team. Only those candidates selected will be contacted for an interview. No telephone inquiries, please. SETFHT supports Employment Equity initiatives and encourages individuals from diverse backgrounds to apply for these Board positions.

Please send your completed application and a copy of your resume to [humanresources@setfht.on.ca](mailto:humanresources@setfht.on.ca) by Sept 1, 2019.