

## **Recruiting for Members of the Board of Directors**

Contact Hamilton is seeking candidates for Director positions on the Board. The Contact Hamilton Board is a governance board.

The Contact Hamilton Board of Directors is committed to respecting and fostering equity, diversity and inclusion within its leadership and board governance. Our merit-based system seeks to ensure that the board has the appropriate balance of skills, experience, and perspectives. Contact Hamilton selection solicits a range of perspectives and views and is free of conscious or unconscious bias and discrimination.

To find out more about the Board of Directors, visit the Contact Hamilton website's page dedicated to the Board: <https://contacthamilton.ca/>.

**To submit an application, please go to our [website](#) to download an application form, or [click here](#) to access the application form directly.**

*If you have questions about the application process, please e-mail [jay.chauhan@contacthamilton.ca](mailto:jay.chauhan@contacthamilton.ca).*

### **Role**

Directors serve for a maximum of two consecutive three-year terms on the Board of Directors. Directors are expected to attend a minimum of 6 meetings per year held on the 4th Thursday of the month (evenings, approximately 3 hours in length, and preparation time of about 5-8 hours): Board meetings occur in January, March, April, June, September and November. Directors are expected to serve on at least 1 Committee of the Board during their term – Committee

meeting schedules vary but they usually meet once per month for approximately 2-5 hours/month.

Directors serve without remuneration, but eligible expenses may be reimbursed. While board business is conducted in English, applications from Francophones are highly encouraged.

Board responsibilities include, but are not limited to, establishing and monitoring the vision and mission of the organization as well as the strategic planning process. Directors are expected to contribute in a meaningful way to Board discussions and activities.

This position requires completion of reference checks, including a Criminal Record Check. Candidates must be eligible to serve on a board.

## **About You**

Contact Hamilton is seeking candidates with passion to serve the community through a governance board. **We are encouraging candidates from Non-profit law and finance backgrounds to apply.**

*At this time, the Board is prioritizing residents of Six Nations of the Grand River, Mississauga of the Credit First Nation, and Niagara, as well as multilingual applicants.*

*The Board is also especially interested in applicants with lived experience with accessing developmental services.*

*Lastly, in keeping with the Board's diversity, equity and inclusion goals, the Board is seeking candidates that represent diverse backgrounds, including those who are Black, Indigenous, or persons of colour, have a disability, or individuals who are members of the 2SLGBTQIA+ community.*

## **Process**

Candidates will be reviewed by the Recruitment & Retention Committee and, if chosen, will be interviewed by members of the committee. Candidates who have completed a successful interview will be presented to the Board, and then the general

membership at the Annual General Meeting, to stand for election at the September Annual General Meeting in 2026.

## **About Contact Hamilton**

Contact Hamilton for Children's and Developmental Services administers three programs. Those programs include: Children and Youth Services; Developmental Services Ontario Hamilton Niagara Region (DSO HNR); and Passport Funding Program Hamilton Niagara Region.

Our [Children and Youth Services program](#) helps children, youth and their caregivers by connecting to FASD and/or developmental services that they need (Access program). We help children and youth aged birth to school who have multiple and complex needs and their caregivers, coordinate their multiple services (Coordinated Service Planning).

Our [DSO HNR](#) program helps people aged 16+ years with a developmental disability apply for adult developmental services. We confirm a person's eligibility for adult developmental services that are funded by the Ministry of Children, Community and Social Services. We help eligible people apply for adult developmental services by completing the provincial Adult Developmental Services application. For people aged 18+ years, we make referrals to adult developmental services.

Our [Passport Funding Program](#) provides funding to adults with a confirmed developmental disability so that they can access community participation supports, respite and skill development. Referrals for Passport funding come through the DSO.

## **Contact Hamilton Values**

Contact Hamilton's central ***I.D.E.A.*** is:

### **Integrity**

Contact Hamilton board, staff and volunteers will be trustworthy, honest, responsible and will treat people with dignity and respect.

## **Diversity**

Contact Hamilton board, staff and volunteers will be inclusive, fair, equitable, welcoming and provide a safe place to request and receive service.

## **Empathy**

Contact Hamilton board, staff and volunteers will act with compassion, patience and will provide support and guidance.

## **Accountability**

Contact Hamilton board, staff and volunteers will be transparent, responsive and strive for service excellence.

**Ce document est disponible en français**