

Sample Application for Membership

Board of Directors/Board Committees

Note: the following is intended to be an example that boards should adapt to meet their individual needs.

1. Instructions

- (a) To apply to be a member of the [name of hospital] Board of Directors, you must complete this form and submit it with a copy of your current resume or a brief biographical sketch.
- (b) Please submit your completed form and resume or biographical sketch by mail, fax, or e-mail [if the hospital is accepting applications on-line] to the following address: *[Hospital address with fax number and e-mail address]*
- (c) The deadline for applications is *[date of deadline]*
- (d) For more information about the application process, please contact: *[Name and contact information]*

2. Applicant Contact Information

Last Name:	First Name:	
Home Address:		
City:	State:	Zip Code:
Home Phone Number:	Business Phone Number:	
E-mail Address:		
Preferred Method of Contact: Home Phone Business Phone E-mail		

3. Eligibility Criteria and Conditions of Appointment

- (a) Directors must be at least 18 years old.
- (b) Directors cannot be convicted felons, been excluded from participation in the Medicare and Medicaid programs, or been prohibited from serving on the board of a publicly-traded company (e.g., because of SEC or Sarbanes-Oxley violations).
- (c) Include any additional eligibility requirements unique to the hospital, for example, residence within a certain municipality
- (d) A director is expected to commit the time required to perform board and committee duties. The time commitment is likely to be a minimum of _____ hours per month.
- (e) Directors must fulfill the requirements and responsibilities of their position, for example, preparing for and attending board and committee meetings, upholding their fiduciary obligation to the hospital, and working co-operatively and respectfully with other board members. Directors must comply with legislation governing the hospital, the hospital's by-laws and policies, and all other applicable rules.

- (f) Directors must sign the declaration that appears below confirming their agreement to adhere to their fiduciary duties and board and hospital policies.

[Optional: Please refer to (provide name of relevant document) for further details concerning the roles and responsibilities of directors.]

4. Conflict of Interest Disclosure Statement

Directors must avoid conflicts between their self-interest and their duty to the hospital. In the space below, please identify any relationship with any organization that may create a conflict of interest, or the appearance of a conflict of interest, by virtue of being appointed to the board.

5. Knowledge, Skills, and Experience

The board seeks a complementary balance of knowledge, skills, and experience. Please indicate your areas of knowledge, skills, and experience by completing Schedule A to this application.

6. Declaration

By submitting this application, I declare the following:

- (a) I meet the eligibility criteria and accept the conditions of appointment set out above;
- (b) I certify that the information in this application and in my resume or biographical sketch is true.

Signature: _____ Date: _____

Application for Membership: Schedule A

Knowledge, Skills, and Experience

Please indicate your areas of knowledge, skills, and experience by checking off the relevant boxes and providing any relevant comments in the table below. It is not expected that you possess knowledge, skill or experience in all the areas set out in the table. Please indicate only those areas that apply to you.

Finance	
Basic	Advanced
<i>Comments:</i>	
Business Management	
Basic	Advanced
<i>Comments:</i>	
Human Resources Management	
Basic	Advanced
<i>Comments:</i>	
Health care administration and policy and health system needs, issues, and trends	
Basic	Advanced
<i>Comments:</i>	
Clinical	
Basic	Advanced
<i>Comments:</i>	
Government and Government Relations	
Basic	Advanced
<i>Comments:</i>	
Political Acumen	
Basic	Advanced
<i>Comments:</i>	
Construction and Project Management	
Basic	Advanced
<i>Comments:</i>	

Risk Management	
Basic	Advanced
<i>Comments:</i>	
Information Technology	
Basic	Advanced
<i>Comments:</i>	
Accounting	
Basic	Advanced
<i>Comments:</i>	
Education	
Basic	Advanced
<i>Comments:</i>	
Research	
Basic	Advanced
<i>Comments:</i>	
Quality, Patient Safety and Performance Management	
Basic	Advanced
<i>Comments:</i>	
Labor Relations	
Basic	Advanced
<i>Comments:</i>	
Board and Governance	
Basic	Advanced
<i>Comments:</i>	

Legal	
Basic	Advanced
<i>Comments:</i>	
Strategic Planning	
Basic	Advanced
<i>Comments:</i>	
Patient and Health Care Advocacy	
Basic	Advanced
<i>Comments:</i>	
Community Relations/Connections	
Basic	Advanced
<i>Comments:</i>	

Public Affairs and Communications	
Basic	Advanced
<i>Comments:</i>	
Ethics	
Basic	Advanced
<i>Comments:</i>	
Diversity	
Basic	Advanced
<i>Comments:</i>	
Leadership	
Basic	Advanced
<i>Comments:</i>	