



REGINA
**COMMUNITY
CLINIC**

Community Health Services (Regina) Limited

DIRECTOR ELECTION GUIDE

April 2021 by the Governance Committee of the Board of Directors

Updated February 2024

Director Elections

Community Health Services (Regina) Limited is a not for profit charitable health care co-operative that governs the Regina Community Clinic. The Clinic was founded in 1962, upon co-operative values and operates within the co-operative model. The Regina Community Clinic is a distinct health care entity which provides integrated and holistic primary healthcare, social, and educational services to the Regina community. The Association welcomes all interested individuals.

The membership with the Regina Community Clinic provides you with all the value and membership in this healthcare cooperative.

As a member, you can participate in the “one member = one vote” democratic process that is unique to co-operatives. This means you have the ability to become a candidate for the Board, vote in Director elections, and actively participate in meetings of Members.

Introduction

The Regina Community Clinic is Regina’s only not for profit healthcare cooperative. It has approximately 50 staff including 11 physicians and provides integrated and holistic primary healthcare, social and educational services to the Regina community. Also, the clinic offers diagnostics such as laboratory and X-ray services, as well as counselling and lifestyles coaching through nutritional and exercise management. Please visit www.reginacommunityclinic.ca.

Vision, Mission, and Values

Our vision, mission, and values reflect our hope and dream all Saskatchewan residents have access to integrated and co-operative primary health care.

VISION: Partnering cooperatively for a healthier community.

MISSION: As a healthcare co-operative, our mission is to provide integrated healthcare, social, and educational services to the Regina community.

VALUES:

Respect: Our environment is welcoming to all.

Democracy: Our co-operative model is core to our success.

Integrity: Our promise to provide healthcare services is demonstrated by day-to-day actions.

Excellence: Our services are the best Saskatchewan has to offer.

Service: We put the needs of our patients first.

Collaboration: Our strategic relationships help foster excellence in our service delivery.

Advocacy: For patients, community, and healthcare.

OUR STAKEHOLDERS:

Recipients of Services: RCC provides excellent and wholistic care in a model that strives to ensure the best possible health outcomes for its patients. RCC will continually evaluate and work to enhance the services offered to our patients and members.

Community Agencies/Partners: RCC is an innovative, proactive, and trusted partner working with all of our partners with the mutual goal of significantly contributing to a healthy (mental and physical) community.

Funders: RCC provides the best possible value for money in its client-centered care and demonstrates, through evaluation, good healthcare outcomes and impacts. Funders want to invest, or continue to invest, in the RCC.

Members: RCC Members understand and promote the value proposition of membership in the RCC. A significant part of this value proposition is a focus on co-operative principles. RCC will continue to build offerings to our members to help them in their educational and health journeys.

Community: RCC is seen as a go-to resource in the community for unique and productive partnerships that have a positive impact on our community.

THE BOARD OF DIRECTORS

The volunteer Board oversees the management of the clinic and is subject to the *Cooperatives Act*, regulations, articles, and bylaws. Directors must be independent and possess a wide range of experience and skills.

The Regina Community Clinic's Board is comprised of nine Directors. Three are elected each year. There are four officers on the Board: Chair, Vice-chair, Treasurer, and Secretary. Board appointment of officers, committees, and representatives takes place each year following the Annual General Meeting. The Board is based on a democratic structure and is committed to ensuring good cooperative governance within the association. All decisions of the Board must be made in the interests of the entire membership.

The Board operates the following committees: Executive, Governance, Finance and Audit, Human Resources, Member Relations, and Advocacy.

The Directors act in the best interests of the Regina Community Clinic. Together they speak with one voice, unified, and solidly stand behind their joint decisions. They have strong interpersonal skills, are collaborative in approach, constructive in tone, and respectful to each other, the management team, employees, members, and other stakeholders of the Regina Community Clinic.

DIRECTOR RESPONSIBILITIES

Directors must be available and prepared to devote the necessary time for Board meetings, training, and events. These may include, but are not limited to:

1. Attend Board Meetings held every 2 to 3 months.
2. Attend committee meetings as available.
3. Attend Board and personal training / development sessions.

MINIMUM QUALIFYING CRITERIA FOR CANDIDATES

To be eligible to sit on the Board, a Member must meet the eligibility requirements set for in the By-laws and the Co-operative Act:

1. Must be a member of the Regina Community Clinic
2. Being at least 18 years of age.

No person is eligible if that person:

1. Has the status of bankrupt

2. Is of unsound mind as determined by a court
3. Is the auditor or trustee of the co-operative

ELECTION PROCESS TIMELINE

Each year, Regina Community Clinic seeks nominations for the Board of Directors. All who meet the minimum qualifying criteria may go forward on the election ballot. The goal is strong and balanced leadership, with the right mix of skills, experience, and attributes. Not every Board member will have all the following expertise, but the preferred competencies are:

- a. Member Focus: Understand and proactively supports strategies to fulfill member and community expectation for the Regina Community Clinic.
- b. Knowledge of the co-operative model and its application to and operations within the health sector in Saskatchewan.
- c. Strategic vision, analysis, implementation: Applies creativity, a “big picture” perspective, and relevant knowledge of health care environment to develop long-term, strategic, goals and priorities.
- d. Analytical and critical thinking: Able to synthesize large quantities of information from a variety of sources and to evaluate that information in order to make sound strategic long-term decisions; able to question management constructively on direction to ensure the Clinic’s best interests.
- e. Risk oversight: Understands the Clinic’s various risks and ensures systems and processes are in place to manage those risks.
- f. Financial literacy: Understands financial fiduciary responsibilities, including the ability to evaluate the financial health and performance of the Clinic. Ability to interpret budgets, financial statements and reports, and link these to the Clinic’s strategic goals and plans.
- g. Capacity to provide sound advice on a broad range of health care, business, and community issues.
- h. Performance management: Ability to provide constructive feedback and monitor the Executive Director’s performance.
- i. Independent thinking: Maintains convictions despite undue influence or opposition.

- j. Teamwork: Recognizes the importance of a thorough consideration and discussion of issues before reaching a consensus and making decisions and/or taking actions. Respects the decisions of the group and the confidentiality of those decisions.
- k. Effective Communication: Able to carefully listen to others to understand and to convey key ideas in a comprehensive and succinct manner.
- l. Functional knowledge and expertise for a large, client-centered, complex, and not for profit organization such as:
 - Marketing and Public Relations
 - Governance
 - Finance and Accounting
 - Technology
 - Legal
 - Human Resources
 - Strategic Planning
 - Health and Medical
 - Project Management

Individuals who are interested in becoming a candidate must complete the Candidate Information Sheet. This information is reviewed by the Governance Committee to confirm the individual meets the qualifications.

The Governance Committee meets with each qualified candidate to provide additional information about the role of the Board and expectations of Directors.

Candidates provide a photograph and brief biography, in third person, (maximum 200 words) that is included in the Annual Meeting package.

The community is informed of Board candidates through the AGM notices in local newspapers, posters in the Clinic and Co-op grocery locations, and on www.reginacommunityclinic.ca.

At the annual meeting, each Member in attendance participates in an election process to elect new Board Directors, unless the Board positions are acclaimed. Ballots are counted and the names of the elected Directors are announced.

At a date following the Annual Meeting, the Board holds its reorganization meeting.

Dates are as follows:

- Call for Nominations begin – **Monday, March 11, 2024**
- Deadline for submission of Candidate Information Sheet – **Friday, May 22, 2024** at 4:30pm
- Deadline for submission of photograph and biography – **Friday, May 22, 2024** at 4:30pm
- Annual Meeting – **Wednesday, June 12, 2024**
- Board Reorganization Meeting – following the AGM
- Director Orientation – TBA

CANDIDATE ELECTION FORMS AND MATERIALS

Candidates must use the forms provided at the end of this section and available at [www.reginacommunityclinic.ca](https://reginacommunityclinic.ca) [https://reginacommunityclinic.ca/about-us/Annual General Meetings/agm--june-2024]

Electronic submission of candidate packages is preferred. Signatures must be included on all forms as identified. All documents and photos will become the property of the Community Health Services Association (Regina) Limited. *Please ensure you include a 200-word biography and photo that can be distributed to members as part of the AGM package.*

All forms, reports, and photo may be sent to:

Regina Community Clinic
1106 Winnipeg Street
Regina, Saskatchewan
S4R 1J6

Att: Governance Committee, Nominations
boardofdirector@reginacommunityclinic.ca

PRIVACY OF INFORMATION CONSENT

By completing, signing, and submitting the Candidate Information and Application Form, the nominee is consenting to Community Health Services Association (Regina) Limited publishing the candidate's photograph and any or all of the information included on the Candidate Information and Application Form and biography.

POINTS OF CONTACT

For clarification or more information on the Director election process, please contact the Governance Committee via email: boardofdirectors@reginacommunityclinic.ca

For general information about the Regina Community Clinic, please review the website.