

**Board of Health Manual  
Public Health Sudbury & Districts  
Information Sheet**

**Category**

Board of Health Administration

**Section**

Board Appointments

**Subject**

Public Member Appointments to Board of Health

**Number**

I-II-10

**Approved By**

Board of Health

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November 18, 2021

**INFORMATION 1**

**Sample of Newspaper Advertisement**

(Date)

**PUBLIC APPOINTEE TO BOARD OF HEALTH FOR THE SUDBURY AND DISTRICT HEALTH UNIT**

The Board of Health is seeking individuals to fill the volunteer position of Public Appointee to our Board of Health. This is a non-profit Board, which acts as the governing body of the local health unit. It ensures the provision of all programs within the health unit and is accountable to the community and to the Ministry of Health.

This position will afford the individual a special opportunity to learn about and work with public health issues. You should be able to devote a minimum of two hours per month to the position.

Appointment terms are determined by the Public Appointment Secretariat. Candidates must be residents of the area in the health unit's jurisdiction.

The Ontario government is dedicated to employment equity to reflect the diversity of the population of Ontario and the Sudbury/Manitoulin districts.

Interested persons are asked to apply through the Public Appointments Secretariat (PAS) by completing the PAS Application Form. To obtain a copy of the application form or to apply online, please refer to the PAS web site, [www.pas.gov.on.ca](http://www.pas.gov.on.ca).

## **INFORMATION 2**

### **Letter of Acknowledgement/Congratulations (Sample)**

(Date)

Dear (Sir or Madam):

On behalf of the Board of Health, we would like to extend our welcome and to congratulate you on your successful appointment by the Lieutenant Governor in Council to serve as a "Public Member" on our Board for a period of (Number of) years.

The next Board of Health meeting is scheduled for (date/time and location). We look forward to your contribution towards our common goal of a healthier Ontario.

Please find enclosed pertinent materials relating to public health. (Board of Health Manual which includes Ontario Public Health Standards, Health Protection and Promotion Act, 1990, etc.) and the Association of Local Public Health Agencies' Orientation & Reference Manual for Board of Health Members.

If you have any questions or require any further information, please do not hesitate to contact the Medical Officer of Health/Chief Executive Officer at (705) 522-9200, ext. 291.

Again, welcome to the Board of Health.

Yours sincerely,

Chair

Board of Health

## **INFORMATION 3**

### **Responsibilities of Board Members**

A member of a Board of Health should:

- be an active and committed participant in the affairs of the health unit;
- be involved at Board meetings, ask questions, discuss issues, participate in decision making, react to ideas and exercise initiative;
- know and maintain the lines of communication between the Board and staff;
- be responsible for continuing self-education and growth; be familiar with local resources; be aware of changing community trends and needs; attend related community functions;
- keep informed about the background of issues in order to discuss them responsibly;
- be regular and punctual at all Board meetings; if unable to attend, give early notice to the Board Secretary;
- do "homework" and read relevant minutes before meeting;
- have a working knowledge of parliamentary procedure;
- abide by all Board by-laws, policies and procedures;
- maintain Board business confidentiality.