

Family Council Terms of Reference

Mission:

- Recognizing that the George Derby Centre is “Home” to Residents, the Family Council exists to help sustain a high quality of care and services, principally by promoting an atmosphere of sensitivity, compassion, trust and support among staff, family members and friends of the Residents of George Derby Centre.

Goals:

- Acting as the representative of families and friends of the Home, to advocate on behalf of all residents and their families.
- To share ideas and concerns for the purpose of problem solving and to provide input and recommendations.
- To facilitate mutual support between families and friends of Residents, including those who are new to the Home.
- Acting as a liaison between the Home management, its staff, and family members for the welfare of the Residents.
- Working with the Home to provide information and education on topics and issues of concern to Resident’s families.

Family Council Structure:

- The Family Council consists of family members/friends of residents living at George Derby Centre.
- Each Resident is entitled to appoint one relative or friend as a council member.
- The Family Council members will elect a Chairperson, Vice Chairperson, Secretary, and Liaison.
- Decision Making
 - When making decisions, the Family Council will first attempt Consensus-Based Decision Making, giving every member an opportunity to voice their opinion (limit 3-4 minutes each), followed by a vote, if necessary.

Membership and Responsibilities:

- Family Council will be comprised of the following roles:
 - Chairperson
 - Vice Chairperson
 - Secretary
 - Liaison
 - Committee Members
- To ensure the effectiveness of the Family Council, a quorum of 4 members is recommended.
- All positions are voluntary and are filled by a vote of the members of the Family Council.
- Family Council is LGBTQ+ inclusive and will not tolerate discrimination of any kind.

- Chairperson
 - The Chairperson shall be the official representative of the Family Council and shall preside at meetings of the Family Council.
 - Authority and duties:
 - Oversee and coordinate activities of the Family Council.
 - Act as an official spokesperson for the Family Council.
 - Cast a vote in the case of a tie, in which the Chairperson will provide a reason for the final vote.
- Vice Chairperson
 - The Vice-Chairperson shall assist the Chairperson to fulfill their duties and to take over the Chairperson's duties in the event of their absence.
- Secretary
 - The Secretary shall prepare and distribute meeting documents to the Family Council and the Staff Liaison.
 - Organize and maintain records including membership registry, meeting minutes, meeting agendas, etc.
 - Provide general administrative support to the Chairperson
- Liaison
 - The Liaison shall encourage councilors to volunteer and participate in George Derby activities.
 - Act as a link between Family Council and George Derby Management team, as necessary.

Election:

- A Family Council Annual General Meeting shall be held every two years, in October, to nominate and elect the following positions: Chairperson, Vice Chairperson, Secretary, and Liaison.
 - If the four positions listed above become vacant before the tenure has ended, the Council will vote to fill the positions at the next Family Council meeting following the opening.
- All Residents' families and friends will be notified of the Family Council on admission and via e-mail every February and September.
- Each Family Council member shall be entitled to one vote for the purpose of the decisions made by the Family Council.
- Members are encouraged to volunteer at George Derby Centre.
- Members may be elected to Family Council positions for more than one term provided they have status as a representative of a current Resident.

Meetings:

- Meetings will be scheduled by the Family Council, normally once per month at the discretion of the Council.
- Meetings will take place on the second Wednesday of the month from 3 p.m. to 4 p.m. both in person and via Zoom.

Liability:

- Being an independent advisory body to the Home, any policy or action of the Family Council shall be developed in good faith and in joint partnership with the Home for the well-being of the Residents. Therefore, the Family Council and its members are not liable for any damages, real or perceived, as the result of an individual's behaviour.

Confidentiality:

- All discussions at the meetings shall be depersonalized and recorded in the minutes for the purpose of general information only. Misuse of the information, for personal benefit in any form, is strictly prohibited.
- Recognizing that some sensitive information may be received and discussed, Family Council members shall be required to sign a Confidentiality Agreement and to abide by its terms and conditions. A copy of the agreement is attached.

Amendments:

- Amendments may be made to these Terms of Reference at any regular meeting of the Family Council by a 2/3 vote, provided the suggested changes have been read at the previous meeting and the proposed changes have been posted/distributed to all Family Council members.

George Derby Family Council

Confidentiality Agreement

It is the responsibility of the George Derby Family Council to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the business of the Council.

All members of the George Derby Family Council shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters that may directly or indirectly become known to the Council.

As a member of the George Derby Family Council, I recognize that certain written and verbal information provided to me is intended only for the use of the Council, and is not to be disclosed, copied, distributed, made available, or communicated to others. I will exercise caution and care in the handling of documents and material that have been provided and entrusted to me.

I recognize and understand my responsibility for protecting confidentiality and agree to abide by this policy at all times.

Signature:	Date:
Printed Name:	