

Family Council Terms of Reference

Mission:

- Recognizing that the George Derby Centre us “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 representatives 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 working towards 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 members appointed by the Residents.
- Each Resident is entitled to appoint one relative or friend as a council member.
- The Family Council members will elect a Family Council Board to act on their behalf to carry out the mission of the Family Council.
- The Family Council will operate without any pre-allocated funding but with commitment and support by the Home to provide basic operating costs that may incur in conducting business of the Family Council.

Membership and Responsibilities:

- To ensure the effectiveness of the Family Council, a Board consisting of at least 4 council positions is recommended. The Board (core team) may decide to modify these titles:
 - Chairperson
 - Vice Chairperson
 - Secretary
 - Committee members
- All Family Council Board positions are voluntary and are filled by a vote of the members of the Family Council Board
- Chairperson
 - The Chairperson shall be the official representative of the Family Council and shall preside at meetings of the Family Council and the Family Council Board.
 - The Chairperson have authority and duties as prescribed by the following :
 - Oversee and coordinate activities of the Family Council
 - Act as an official spokesperson for the Family Council
 - Cast a vote in the case of an equality of votes, in which the Chairperson will provide a reason for the final vote.
- Vice Chairperson
 - The Vice-Chairperson shall assist the Chairperson to fulfill his/her duties and to take over the Chairperson’s duties in the event of his/her absence.

- Secretary
 - The Secretary shall prepare and distribute meeting documents as necessary
 - Organize and maintain records including membership registry and simple operating expense transactions
 - Provide general administrative support to the Chairperson.

Election:

- A Family Council Annual General Meeting shall be held every year before the end of October to nominate and elect members to the Family Council Board.
- Additional Family Council General Meetings may be held (preferably in April or May) as decided by the Family Council Board
- Notification will be sent to all Residents' families and friends for membership nomination.
- Each Family Council member shall be entitled to one vote for the purpose of the decisions of the Family Council, including election to the Family Council Board.
- Members are to be encouraged to volunteer to be considered for office.
- Board Members may be elected for more than one term provided he/she has status as a representative of a Resident.
- The Family Council Board shall vote to accept (or reject) additional Family Council Board Members, if additional Family Council Board volunteers come forward after the Family Council Annual General Meeting, providing the total number of Board Members does not exceed 12.

Meetings:

- Family Council Board meetings will be scheduled by the Board Members, normally once per month at the discretion of the Board.
- Date, time and frequency of the meetings of Board will be published when a agreement on a schedule is reached.

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 officers and the Family Council 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 the personal benefits in any form is strictly prohibited.
- Recognizing that some sensitive information may be received and discussed, Family Council Board Members shall be required to sign a Confidentiality Agreement and to abide by it's terms and conditions. A copy of the agreement is attached to these terms of reference.

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 or distributed to all Family Council officers.



George Derby Family Council Board

Confidentiality Agreement

It is the responsibility of the George Derby Family Council Board 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 Board shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters that may directly or inadvertently become known to the Council Board.

As a member of the George Derby Council Board, I recognize that certain written and verbal information provided to me is intended only for the use of the Council Board, 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:	