



**FRED DOUGLAS**  
SOCIETY

Uniting Health, Heart and Home

## **FRED DOUGLAS LODGE FAMILY COUNCIL** **TERMS OF REFERENCE**

### **Philosophy/Principles**

To work with the management and staff of Fred Douglas Lodge to provide a respectful and caring environment for the residents of the personal care home, specifically focusing on the safety and well-being of each resident of the Lodge.

### **Purpose**

The Family Council will:

- assist management in a positive and constructive way to improve and maintain the quality of life for all residents of the Lodge
- act as advocates for all residents and families to ensure that all residents are properly and adequately cared for in a compassionate and respectful manner
- work with and provide support for all families and all residents in terms of bringing forth to management areas of concern and /or complaints where necessary
- make recommendations and/or suggestions to management, which in its view will improve or address concerns related to the well-being, safety and quality of life for the residents
- participate and provide input on the development of policies, accreditation and special programs when asked by management, which will or may affect the well-being of residents
- act as a source of information and referral for families or other such individuals having an interest in the well-being of the residents
- inform and educate families and friends of residents by inviting Senior Management, staff and guests to participate in Family Council meetings

### **Membership**

Membership is open to any member of a resident's family or to any person in another recognized relationship with a resident.

Quorum of five (5) members will be present in order to proceed with a meeting. Optimally, there will be at least one (1) representative from each unit, but this will not prevent a meeting from continuing.

### **Family Council Executive**

The Family Council will be comprised of the following executive positions:

1. Chairperson or Co-Chairs (on a rotating basis)
2. Secretary
3. Staff Liaison (Social Worker or designate)

Executive members will be elected on an annual basis or as necessary to fill position vacancies.

Executive members may hold office for two (consecutive) terms but can be re-elected if there are no other members wishing to be nominated.

## **Duties of the Executive**

The Chairperson/Co-Chairs will:

- collaborate with the Staff Liaison in preparing meeting agendas and as otherwise required
- review minutes of the previous meeting
- determine that a quorum is present before commencing a meeting
- conduct the business of the meeting
- ensure that the meeting proceeds in a respectful and professional manner
- represent the Family Council as opportunity arises or as requested by management

The Secretary will:

- record the minutes of the meeting with the social worker
- ensure that a copy of the minutes have been provided to the social worker for distribution
- collaborate with the Chairperson/Co-Chairs and Staff Liaison as required

The Staff Liaison will:

- facilitate communication and dialogue between the Family Council and management
- act as a resource to the Family Council on facility policies and procedures and changes
- arrange for attendance of management and other guests at meetings, as requested by the Family Council
- promote the goals and activities of the Family Council to families and staff of the facility
- arrange for available meeting space
- take minutes of the meeting if the secretary is unavailable
- post and distribute agendas, minutes and other information on behalf of the Family Council
- maintain minutes of meetings for facility records
- assist with the meeting process

## **Special Committees**

Special Committees may be formed as required by the Family Council to address specific matters, interests or for fund-raising purposes to benefit all residents.

## **Voting**

There will one (1) vote allowed per Family Council member(s) representing any individual resident or spousal residents for the purpose of decision making.

## **Meetings**

Meetings are held on a bi-monthly basis except for the months of July, August and December when there are no meetings. Meetings are typically on Mondays (on the last Monday bimonthly) and will run alternately between days and evenings (1pm and 6pm) for 1.5 hours

## **Terms of Reference**

Terms of Reference will be reviewed annually or as requested by the members.

- Adopted September 23, 2015, amended April 13, 2022.