

Title: **FAIRHAVEN FAMILY COUNCIL**

Department/s: **All**

Approved By: **Family Council**

Date Approved: **08.20.08**

Date Revised: **10.19.16**

Page 1 of 2

## **TERMS OF REFERENCE**

Fairhaven will have a Family Council with a mandate of improving the quality of life and quality of care for all residents by promoting an atmosphere of sensitivity, caring and support among staff, friends and family members of the residents of Fairhaven.

## **POWERS OF FAMILY COUNCIL**

1. The name of the committee shall be Fairhaven Family Council
2. The Family Council meet for reciprocal support, education and to advocate for residents when required. Specific functions of the Family Council include:
  - To inform and educate families
  - To share ideas for the purpose of problem solving
  - To maintain two-way communication between families, residents and Fairhaven
  - To advocate on behalf of all residents and families
  - To provide mutual support for family and friends of residents
3. Membership
  - A person of importance to a resident or former resident of Fairhaven may become a voting member
  - Family Council ex-officio membership:
    - Chief Executive Officer
    - Resident of Fairhaven
    - Staff with family as residents
    - Resident Council Representative
    - Other individuals may attend by invitation only
  - Family Council Assistant is appointed as a non-voting member acting in the capacity of facilitator
  - Executive members who miss three consecutive regular meetings shall be contacted by the Chair

#### 4. Officers

- Officers of the Family Council Executive shall be the Chair, Co-chair, Secretary, Treasurer and Past Chair.
- The Chair shall preside over all meetings. In the event of his/her absence, the Co-Chair shall preside, or an appointed voting member at the meeting.
- The Secretary shall record the minutes of each meeting and maintain the minutes as a permanent record.
- The Treasurer shall oversee the collection of monies for the organization, disbursements of funds and maintains the financial books. The Family Council maintains an operating account under Fairhaven's Personal Trust system.
- Term of Office will be one (1) year, with an option to extend. Members are encouraged to volunteer for executive positions. Annual elections will be held in September.

#### 5. Meetings

- Meetings will be the third Wednesday of every month.
- The Council has access to dedicated space for the purposes of informing families of their current activities.