

## **HJM FAMILY COUNCIL - TERMS OF REFERENCE**

### **Goals and Objectives:**

1. To provide family members with the opportunity for active participation regarding the decision making/ change process within the home.
2. To provide constructive feedback with regards to the quality of care and services provided for the residents.
3. To support and share information with fellow family members and residents.
4. To participate in the planning of special events.

### **Membership:**

- A family member of a resident or a person of importance to a resident is entitled to be a member of the Family Council Committee.
- Family members of a deceased resident may continue to participate on the Family Council Committee provided they were actively involved and attended a minimum of three meetings over a twelve-month period prior to the death of the resident.
- All family members will be encouraged to attend meetings.
- The Family Council will elect an Executive Committee annually consisting of a Chair and Secretary - other elected officials may include a Council Member at Large. Elections will be held annually at the April meeting.
- Home staff will attend by invitation only from the Executive Committee and they will not have voting or decision-making privileges for the group.

### **Accountability:**

- The Family Council is accountable to the residents of the home and their families.

### **Meetings:**

- Every-2<sup>nd</sup> Monday of every month or at the call of the Family Council Chair.
- Minutes shall be recorded, circulated to committee members and management staff.
- Minutes shall be posted within 10 days of meeting.
- Family Council Concern Forms will be completed, responded to in writing and posted within 10 days from the last meeting.
- Additional copies of the minutes will be made available for interested family members or residents, as necessary.
- A master copy of the minutes and completed concern forms will be kept in a Family Council binder and maintained by the primary staff contact for the Family Council.