

TERMS OF REFERENCE
NORTH CENTENNIAL MANOR FAMILY COUNCIL

1. NAME

The name of the organization shall be the North Centennial Manor Family Council.

2. MISSION STATEMENT

The North Centennial Manor Family Council's mission is to:

“Improve 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 North Centennial Manor.”

3. GOALS

- To inform and educate families
- To share ideas for the purpose of problem solving
- To maintain two-way communication between families, residents and the Home
- To advocate on behalf of all residents and families
- To provide mutual support for family and friends of residents including those that are new to the Home

4. MEMBERSHIP

Members of the North Centennial Manor Family Council shall be:

“A friend or relative of a resident of the North Centennial Manor. Relatives and friends of a deceased resident are encouraged to continue their active membership.”

5. OFFICERS AND THEIR DUTIES

Officers of the organization shall be the Chairperson, Co-chairperson, Secretary and Treasurer.

- The Chairperson shall preside over the all meetings. In the event of his/her absence, the Co-Chairperson shall preside.
- The Secretary shall record the minutes of each meeting and maintain the minutes as a permanent record.

- The Treasurer shall collect monies for the organization, disburse funds with the approval of the group and maintain the financial books as permanent record.
- If an officer can no longer perform his/her duties, the Executive Committee shall appoint a member to serve out the remainder of the term.
- An Executive Committee shall consist of Family Council Officers.
- Committees may be set up as needed by the Executive Committee and may include welcoming, grievance, activities, etc.

6. ELECTIONS

Elections shall be held every year in January during the monthly Committee meeting.

A Nominating Chairperson shall be selected by the Executive Committee, who in turns selects his/her committee to make a selection of candidates to present to the membership for election. Members are encouraged to volunteer on their own initiative to be considered for office.

7. MEETINGS

Quorum will be four (4) members.

Family Council will consist of a maximum of ten (10) members.

Meetings will be held on the second last Wednesday of every month from 6:30 p.m. to approximately 8:00 p.m., unless otherwise determined by the Chairman. Subcommittee meetings shall be held as deemed necessary by Council members.

No meetings will be held during the months of July and August.

8. ADMENDMENTS

Amendments may be made to these Terms of Reference at any regular meeting of the Council, by a 2/3 vote providing the suggested changes have been read at the previous meeting.

9. CODE OF CONDUCT

Individual actions of Family Council members reflect on the Family Council as a whole. All members should ensure that their actions maintain the high regard of the Council. Effective Family Council members:

- Show respect, sensitivity and consideration for all persons in our Long-Term Care Home.
- Respect the privacy and confidentiality of all residents, family/friends of residents, staff and visitors of our Home.
- Avoid making judgments about any situation in the absence of all facts and information.
- Follow the chain of command when addressing concerns.
- Do not intervene in any resident's care before consulting the staff member(s) responsible for their care.