

FAIRVIEW MANOR LONG TERM CARE HOME FAMILY COUNCIL TERMS OF REFERENCE

1. NAME

The name of the organization shall be the Fairview Manor Family Council (FVM-FC).

2. MISSION STATEMENT

The Fairview Manor Family Council's mission is to:

improve the quality of life and quality of care for all residents by promoting an atmosphere of sensitive caring and support among staff, volunteers, friends, PoAs and family members of the residents of Fairview Manor.

3. GOALS,

- To inform and educate families
- To share ideas for the purpose of problem solving
- To maintain two-way communication between families and the Director of Care /Administration
- 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.
- To maintain communications with the Champlain Region Family Council Network and other regional LTC Family Councils, as deemed important.

4. MEMBERSHIP

Individual family members, Powers of Attorney (PoA) or friends who are registered as Family Council members shall be considered members of Fairview Manor Family Council.

A friend or relative of a former resident of Fairview Manor who has transferred out or died, is encouraged to continue his/her active membership.

Registered Family Council members are invited and encouraged to participate at FVM-FC meetings and events in line with the Mission and Goals of the FVM-FC.

5. SUBSCRIBERS

Subscribers are family members or friends of current or former residents of Fairview Manor who may not wish to become members of Family Council, but provide the FVM-FC with their contact information to be kept informed of FVM-FC matters.

6. ORGANIZING COMMITTEE AND COMMITTEE ROLES

The Organizing Committee (OC) is charged with maintaining the continuity of the Family Council, recruiting new members to the OC and all liaison activity. All roles are volunteer positions and are filled by FVM-FC members who offer to serve.

The following are the volunteer roles for the FVM-FC:

- Co- Chairs: Co-chairs take turns in organizing and leading FVM-FC meetings and events and ensure everyone is recognized, heard and respected.
- The Secretary records the minutes of each meeting and maintain the minutes as a permanent record. The Secretary may also be asked to help with other administrative tasks (e.g. a phone tree).
- A Treasurer shall be appointed if and when required as a result of fundraising activity. The Treasurer will be required to collect monies, manage a bank account and disburse funds with the approval of the OC. The Treasurer will also maintain the financial records of the FVM-FC. Historically the FVM-FC has operated without financial help, relying on members' goodwill and contributed resources (e.g. Zoom Subscription).
- Program Coordinator: With guidance and assistance from the OC, the Program Coordinator will develop a program of educational events for family members, including but not exclusively, E-letters to FC members, liaison with CRFCN on network events and connections to local support groups (Dementia Society, Alzheimer's Society, etc.)

The Organizing Committees may identify and create other volunteer roles not described above, to pursue the Mission and Goals of the FVM-FC.

7. ELECTIONS

Due to the natural and frequent turnover in the membership of the FVM-FC, elections will only be held if and when registered members or the OC decide an election is necessary.

8. MEETINGS

The OC will schedule meetings on the second Wednesday of every month from 7:00-8:30 p.m. Meetings are generally conducted online. At the OC's discretion in-person meetings may be planned.

Meetings are conducted with the general understanding that FVM-FC participants are entitled to their privacy and not be personally identified in written or online records without their consent. Meetings are held for everyone's benefit and respectful conduct is a pre-requisite.

9. REVIEW

These Terms of Reference may be reviewed and revised at the discretion of the OC or at the call of a majority of FVM-FC members.

Created: January 19, 2022
Approved by members: March 9, 2022