

## **FAMILY COUNCIL OF CHESTER VILLAGE**

### **TERMS OF REFERENCE**

#### **General**

The Family Council of Chester Village ('FC') is an organized, self-led, self-determining, democratic group composed of family and friends of the residents of Chester Village. The overall mandate of the FC is to work together to provide support, share experiences and seek solutions to common problems.

#### **Purpose**

The primary purpose of the FC is to improve the quality of life and quality of care for all residents of Chester Village. The FC serves as a support group, as well as a liaison between residents' families, staff and management in order to enhance the quality of life and care of our residents.

#### **Terms of Reference**

#### **The Family Council shall:**

1. Advocate on behalf of all residents and their families and friends;
2. Share ideas in order to solve problems and effect positive change in order to enhance the quality of life and care of residents;
3. Promote continuous improvement by identifying and recommending programs and services which will enhance the well-being of residents;

4. Provide constructive feedback and make recommendations to the Management of Chester Village on issues related to the provision of the quality of life and care of residents;
5. Provide a forum for the involvement and mutual support of family and friends of residents. This includes FC meetings, educational (guest speakers and presentations) and social events.
6. Communicate with, inform and educate family and friends of residents;
7. Maintain two-way communication between families and the Management of Chester Village;

### **Membership:**

The FC shall consist of relatives and friends of (present and past) residents of Chester Village.

Relatives and friends of past residents are entitled to continue their active membership.

Five (5) members present at an FC Meeting will constitute a quorum, providing that at least one of these members is an Officer of the Family Council ***Executive Committee***.

### **Officers and their duties:**

Officers of the FC shall be the Chair and the Secretary.

Other officers ***can*** be the Co-Chair ***or*** Vice-Chair, Treasurer, Secretary-Treasurer and ***Co-Secretary or Vice-Secretary***.

Except for the Chair or Co-Chair, any officer may hold two positions.

The Executive Committee shall consist of all officers.

Committees may be set up as needed by the Executive Committee.

The Chairperson shall preside over all meetings and set the agenda.

In the event of the absence of the Chair, the Co-Chair or Vice-Chair or a designated officer shall preside.

The Secretary shall record the minutes of each meeting and maintain the minutes as a permanent record.

In the event of the absence of the Secretary, a designated FC member shall record the minutes.

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.

### **Elections:**

Elections shall be held every year during the September meeting of the FC.

**Reasonable advance 20 days'** notice (of the election) shall be provided to FC members.

Members are encouraged to volunteer for office.

A quorum **of 6 members** is required for an election.

### **Term of Office:**

An Officer's term runs until the next election or until a successor is elected or appointed.

An Officer whose term of office has expired may stand for re-election to a maximum of five consecutive terms for the same **office**.

### **Meetings:**

The FC will meet monthly (January, July, December exempt) on the last Wednesday of the month unless otherwise communicated.

### **Amendments:**

Amendments may be made to these Terms of Reference at any regular meeting of the FC ***provided that (1) the proposed amendments have been presented for review at the previous meeting and (2) a quorum of 6 members is required for an amendment and at least one of these members is an Officer of the Family Council Executive Committee and (3) the amendments are approved by a 2/3 vote.***

### **Liability and Indemnification:**

Every officer or member, when discharging his/her duties must act honestly, in good faith and in the best interest of the Family Council. Policies and actions of the Family Council are regarded as the goodwill of its members. Therefore, neither officers nor members of the Council shall be liable for any damages, real or perceived, as a result of such policies or actions.

(Original Adopted at the Family Council meeting on May 28, 2014)

