

TERMS OF REFERENCE BROADWAY LODGE FAMILY COUNCIL

1. PURPOSE OF THE COUNCIL

The purpose of this self-led Council is to provide an opportunity for family and persons of importance to residents to become involved in decisions affecting residents' care and quality of life; and to offer support to one another. The purpose of the Council shall be carried out without purpose of gain for its members, and any profits or other accruals shall be used for promoting its purpose.

1.1 MISSION

The Family Council mission is to facilitate meaningful conversations among "family", and identify issues that are directly related to daily resident care. The sharing of personal issues as well as the sharing of exceptional service, are two areas Family Council targets in order to support effective feedback.

2. OBJECTIVES OF THE COUNCIL

- 2.1 To advocate on behalf of residents in Broadway Lodge
- 2.2 To provide a forum in which to express concern, identify needs, and brainstorm solutions.
- 2.3 To facilitate input into decisions regarding resident care and quality of life issues.
- 2.4 To provide educational opportunities for family council members.
- 2.5 To enhance effective communication between family members, administration and staff.
- 2.6 To welcome new families and residents.
- 2.7 To solicit examples of what is working well: positively acknowledge decisions, initiatives and individual examples of person-centered care often.
- 2.8 To participate in fundraising campaigns for items directly affecting the quality of resident lives when possible.
- 2.9 To take part in regional association of family council opportunities. Be part of the larger long term care community.

3. MEMBERSHIP OF THE COUNCIL

- 3.1 Membership is open to all family and friends of the residents residing at Broadway Lodge. In voting matters there will be one vote per resident.
- 3.2 Our council is self-led, self-determining and democratic as per [Ministry of Health guidelines](#).

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3.3 Staff and/or administration can occasionally be invited to attend meetings as guests. They cannot be members of the council.

3.4 Following the death of a resident, the deceased resident's family and friends are encouraged to continue their involvement with the Family Council which includes being an active, voting member, and eligible to serve on the executive. After one year, these members will no longer be voting members but, can be asked by the Family Council Executive to attend meetings and act in an advisory role.

4. ELECTING OFFICERS* See next page for roles and their responsibilities

4.1 Elections will be held each year at the October meeting.

4.2 In order to hold office, the member must be willing to regularly attend Family Council meetings.

4.3 The executive will consist of a Chairperson, a Vice Chairperson, a Secretary/Treasurer, and a Past Chairperson. The Past Chairperson may remain as an Advisor to council for a year after the elections.

4.4 If a vacancy occurs within the Executive between elections, the Chair will ask those attending the next meeting if anyone is interested in filling the term of office left vacant. If one person indicates his/her willingness to serve, that person will be appointed to that office for the remainder of the vacant term. If two or more persons indicate willingness in assuming the vacant term, a by-election will be held at this meeting.

5. MEETINGS

5.1 The next scheduled meeting date will be decided at each meeting.

5.2 The agenda will be prepared by the Council Secretary together with approval from at least one other Executive person.

5.3 Minutes will be drafted by the Council Secretary, then reviewed by at least one other Executive person. Any necessary changes will be made and minutes will be completed before the next meeting.

5.4 A copy of the minutes will be:

- posted on the main bulletin board of BL;
- posted on the Family Portal on the website;
- forwarded to the person designated by BL to correspond with our council executive;
- inserted by link in the notice to resident contacts of the next meeting

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5.5 All decisions pertaining to Council activities, spending etc, will be made by the majority vote of members in attendance at meetings.

5.6 Extraordinary meetings may take place for a reason such as:

- to address concerns/issues or respond to requests by facility administration
- to facilitate a special educational opportunity

These meetings may at times involve the Chairperson and/or by a designate and/or executive members and/or the council along with facility administration or other appropriate parties.

5.7 Representatives from our council will try to attend the Regional Association of Family Councils AGM. The regional family council is comprised of the collective voices of individual councils located within the Vancouver Coastal Health Authority

6. QUORUM

6.1 At least three members (one of whom must be an Executive member) must be present at a council meeting to constitute a quorum

7. DUTIES OF THE EXECUTIVE

7.1 To schedule regular meetings of the council.

7.2 to set the agenda prior to each regular meeting.

7.3 To record minutes.

7.4 To handle council correspondence.

7.5 To invite guests, staff members, or administrators to meetings as needed.

7.6 To arrange any extraordinary meetings. Refer to 5.6 under the "Meetings" section.

8. COMMUNICATIONS

8.1 Communicate council concerns, issues, possible solutions and suggestions for improvement and convey same to facility management or other appropriate parties in writing. Email is council's preferred mode of communication as it is a convenient, transparent and effective mode of communication to promote the collective and individual interests of the persons in care.

8.2 There may be times that our executive will call an extraordinary meeting as in 5.6 under the "Meetings" section to communicate face to face with facility management or other appropriate parties.

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8.3 Executive Council will aim to share updates to old business and as new business arises with family members at meetings.

9. AMENDMENT OF TERMS OF REFERENCE (TOR)

9.1 Amendment of TOR may be made at any regular meeting of council by a two-thirds vote by the members present providing the proposed changes have been announced at the previous meeting.

9.2 On the last page at the end of the document, the original adopted date and all subsequent amended on dates will be shown.

Originally Adopted _____, Amended on _____, Amended on _____

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OFFICERS AND THEIR DUTIES

Officers shall consist of Family Council Members. The following officers (up to 5) are elected for a one-year term, beginning October 2022:

Co-Chairs:

- At least one of the Co-Chairpersons shall preside over all meetings
- Co-Chairs coordinate Council activities and programs
- Co-Chairs maintain communication with staff/administration and Senior Leadership Team.
- Co-Chairs support family who have questions or concerns about BL by directing them to the proper channels by which to get these matters resolved
- Co-Chairs attend to FC emails.

Secretary:

- The Secretary shall record the minutes of each meeting and maintain the minutes as a permanent record.
- The Secretary shall also be responsible for completing designated forms relating to requests for administrative action.

Vice Chair:

- Vice Co-Chair supports a wide variety of activities.
- Co-Chairs mentor the Vice Co-Chair for future leadership as Co-Chair.

Treasurer:

- The Treasurer shall collect monies for the organization, disburse funds with the approval of FC and maintain the financial books as a permanent record.
 - The Treasurer shall support the initiatives of the Family Council as requested.
- Additionally, there may be an advisor role.

Advisor Role:

- While the advisor role is not a member position, it carries some of the benefits of membership with it.
 - Advisors are not included in the count when determining the number needed for a quorum and they are not be counted when determining if a quorum is present.
 - An advisor does not have a vote.
 - An advisor is invited by Executive Council for a resource, support or for their expertise.
- 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. Officers of the Executive shall be the Chairperson, Co-chairperson, Secretary and Treasurer.
- Committees may be set up as needed by the Executive Committee and may include welcoming, grievance activities, campaign coordination etc.