

ERIN MILLS LODGE LONG TERM CARE HOME

Volunteer Family Council TERMS OF REFERENCE (Draft 2.0)

1. NAME

The name of the organization shall be the Erin Mills Family Council.

2. VISSION AND MISSION STATEMENT

2.1 To support continuous improve of the quality of life and care for all residents of the Long Term Care Home.

2.2 by promoting an atmosphere of sensitive caring and support among staff, friends and family members of the residents of Erin Mills Lodge Long Term Care Home"

3. GOALS

3.1 To support the endeavours of staff and management

3.2 To inform and educate families

3.3 To share ideas for the purpose of improved problem solving

3.4 To support the two-way flow of information between families and the Home

3.5 To advocate on behalf of all residents and their families as required

3.6 To introduce families to the purpose and work of the council.

3.7 To invite family members to participate in council meetings and activities.

3.8 To liaise with other Family Councils in Mississauga and the Region.

4. MEMBERSHIP

Erin Mills Lodge Family Council consist of a friend or relative of a resident. Relatives and friends of a deceased resident are encouraged to continue their active membership.

5. OFFICERS AND THEIR DUTIES

The council shall consist of an Executive Committee consisting of the following officers:

- 5.1 The Chairperson: shall preside over all meetings. In the event of his/her absence, a Co-Chairperson shall preside.**
 - 5.2 The Secretary: shall record the minutes of each meeting and maintain the minutes as a permanent record and coordinate communications with council members**
 - 5.3 The Treasurer: shall collect monies from fundraising activities on behalf of the organization, disburse funds with the approval of the group and maintain the financial records and record.**
 - 5.4 External Relations: shall establish and maintain relations with neighbouring Family Councils in Mississauga and the Region.**
- a. 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.**
 - b. The Executive Committee may set up committees as needed. A member of executive committee shall be a member of such committees.**
 - c. The Executive Committee shall have the authority to manage the affairs of the Council. This includes the control and deposit of monies and the disbursement of Family Council funds.**
 - d. Decisions shall be made through building consensus wherever possible. Where consensus cannot be achieved the member families will be asked to vote.**

6. ELECTIONS

Executive Council elections shall be at the Annual March Meeting.

A Nominating Chairperson shall be selected by the Executive Committee and confirmed at the meeting prior to the Annual Meeting. The Nominating Chairperson 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

Meetings will be held on the first Wednesday of every month from 7:00-8:30 p.m.

Subcommittee meetings shall be held as deemed necessary by Council members.

Meetings shall consist of:

- 7.1 Review, revision and approval of minutes (as revised).**
- 7.2 Presentation of reports, as well as answering questions of clarification.**
- 7.3 Introduction of Business Arising from Reports, as well as, New and Other Business.**

A Meeting Agenda will be distributing electronically at least one week prior to each meeting.

8. AMENDMENTS

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.