

**Louis Brier Home and Hospital (LBHH)
Family Council (FC)
TERMS OF REFERENCE**

Who we are:

Independent of Louis Brier Home and Hospital (“LBHH”), the Family Council (“FC”) is a self-directed council comprised of family members, friends, residents, and representatives of residents. The Family Council works with LBHH designated staff liaisons for collaboration and information-sharing purposes on behalf of all residents. Family Council is committed to maintaining the dignity, rights, and well-being of all residents. The Family Council may serve as a voice for the often, “voiceless”, residents in care at LBHH.

Philosophy:

To improve the quality of life and quality of care for all residents of LBHH by endorsing an environment of respect, collaboration, sensitivity, caring and support among staff, residents and their family members, volunteers, companions and friends.

Mission:

The Family Council provides feedback, ideas, suggestions and solutions to LBHH with the goal of attaining the highest possible standards of care set forth by the Vancouver Coastal Health, Licensing, and Accreditation Canada.

1. Purpose of the Family Council:

- To advocate for continuous improvement in the quality of life of the residents;
- To welcome families of new residents, offering support, resources, assistance and education.
- To promote and better define the role of residents’ families in the circle of care;
- To advocate for an inclusive culture with a homelike atmosphere that is stimulating, meaningful and engaging;
- To provide a support forum to share concerns, bring forward ideas, and discuss common interests in a constructive manner;
- To facilitate communication between families, staff and residents by working collaboratively with LBHH senior leadership to address collective concerns and offer potential solutions;

- To provide educational opportunities for families and to better understand the experience of residents under LBHH care.

2. MEMBERSHIP

Members of the LBHH Family Council Shall be:

A relative, friend or representative of a resident of LBHH. Membership is automatic upon having a relative in LBHH, there's no sign-up process, anyone can show up at any meetings.

Family members, friends, residents, and representatives of a deceased resident may ask to continue their Family Council member status for 1 year after their loss.

Members shall be provided a Code of Conduct. This document lays forth interpersonal communications expectations. This will be reviewed annually by the Executive Council and used in meetings as rule.

Members are expected to ensure that sensitive matters discussed in the council remain confidential.

3. OFFICERS AND THEIR DUTIES

Officers shall consist of Family Council Members. The following officers (up to 5) are elected for a two-year term, beginning March 1st, 2016:

2 Co-Chairs:

- At least one of the Co-Chair 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 LBHH by directing them to the proper channels by which to get these matters resolved
- Co-Chairs attend to FC emails.

1 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.

1 Vice Co-Chair:

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

1 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.
- The Treasurer will report on the FC account balance quarterly at a Family Council meeting.

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.
- An Advisor can be voted in by a majority of the executive at any time. The duration of term is for a limited duration (which can be re-visited), generally associated with a project or for a period of time to facilitate a committee as designated by the Family Council Executive.

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 Co-Chairs, Secretary and Treasurer.

Committees may be set up as needed by the Executive Committee and may include welcoming, grievance activities, campaign coordination etc.

4. ELECTIONS

Election of the co-chairs and vice chairs will take place every 2 years. The Executive will bring forward a slate of candidates for discussion and approval.

All those interested, will be required to email their interest and qualifications to lb.familycouncil@gmail.com

The vote will be held by a secret ballot if in person or a virtual poll if online or a show of hands if preferred. The decision is up to the Executive.

The Co-Chairs do not vote. In the case of a tie, the most tenured Co-Chair of the board will cast a vote. The Co-Chairs are permitted to vote on all matters, except for the election unless there is a tie.

When, and if, a situation arises where one of the officers resigns or can no longer fill his/her position an interim officer will be appointed for the balance of the term of office.

No elected officer shall hold office for more than two consecutive terms of office, unless elected and mutually agreed by officers and members.

There will be no remuneration for participation

Members are encouraged to volunteer on their own initiative to be considered for office.

5. MEETINGS

Meetings will be held once a month (date to be decided at the end of each meeting).

Minutes and Agenda

Minutes, along with the agenda for the next meeting, will be created by the Executive, distributed to all members of the Family Council They will also be available on the Family Council, bulletin boards and website portal.

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

6. AMENDMENTS

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

Last revised: ~~September 28, 2020~~ **October 2023**