

FAMILY ADVISORY COUNCIL

Terms of Reference

ROHCG FAMILY ADVISORY COUNCIL		
Issued and Approved By:	ROHCG Senior Management Team	APPROVAL DATE :
		Date Reviewed: May 12, 2016
		Date Revised: April 6, 2016

Role	The ROHCG Family Advisory Council (FAC) provides input from families in order to improve client care and enhance the experience of both clients and their families at the ROHCG.
Goal	The FAC works to ensure that the family perspective is always considered and incorporated in organizational activities and events (e.g. corporate committees).
Responsibilities	<p>The responsibilities of the FAC are to :</p> <ul style="list-style-type: none"> • Suggest ways to improve the family experience. • Engage FAC members on various ROHCG committees. • Promote increased inclusion of family members in the provision of care. • Advise on strategies to enhance the ROHCG partnership with families. • Align itself with organizational plans such as the ROHG's Strategic Plan, Quality Improvement Plan, etc. • Develop a work plan to be presented annually to the Senior Management Team (SMT). • Represent families at external events and consultations. • Participate in staff recruitment processes.
Membership	<ul style="list-style-type: none"> • The FAC will comprise up to 12 family members and partners in care representing the various programs across The Royal. • FAC members use their experience to improve the overall care at the ROHCG. • The FAC may also include a Client Advisory Council guest at meetings for the purpose of information sharing and collaboration.
Executive	The FAC Executive will comprise a Chair, Vice-Chair and Secretary-Treasurer.
Terms of Office	<ul style="list-style-type: none"> • The terms of office for FAC members will remain flexible due to constantly changing responsibilities and demands. • The FAC will endeavour to both foster membership continuity while at the same time actively encouraging new membership.

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<p>Frequency of Meetings</p>	<ul style="list-style-type: none"> • The FAC will conduct 10 meetings per year or as needed at the call of the Chair and the Coordinator of Client and Family Relations (herein after called the Coordinator). • Agendas for meetings will be drafted by the Chair with input from the Coordinator. • Meeting minutes will be the primary responsibility of the Secretary-Treasurer.
<p>Resources</p>	<ul style="list-style-type: none"> • The Coordinator will act as liaison between the FAC and the SMT. • Financial support for FAC activities is available through the Coordinator and will be approved as needed for the facilitation of FAC activities. • The budget of the FAC must adhere to the Ontario Broader Public Sector Accountability Act. • The ROHCG will ensure office space is made available to the FAC Chair and members as required.
<p>Reporting</p>	<p>The FAC shall report to the Senior Management Team via the Coordinator.</p>