# FAMILY ADVISORY COUNCIL
## Terms of Reference

<table>
<thead>
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<th>ROHCG FAMILY ADVISORY COUNCIL</th>
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<td><strong>Issued and Approved By:</strong></td>
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<td><strong>APPROVAL DATE:</strong></td>
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### 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
The responsibilities of the FAC are to:
- 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
- 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
- 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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| Frequency of Meetings | - 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. |
| Resources | - 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. |
| Reporting | The FAC shall report to the Senior Management Team via the Coordinator. |