**Interior Association of Family Council - Terms of Reference**

**1.0 Who We Are**

Interior Association of Family Councils (IAFC) is a group of volunteers who have organized to advocate for and promote effective Family Councils at long term care facilities located in the Interior Region of British Columbia.

**2.0 Philosophy**

We believe that:

• The ongoing involvement of family, friends and/or caregivers, is strengthened through participation in Family Councils, resulting in enhanced care and improved quality of life for Residents of long term care facilities;

• The voice of Family Councils in long term care will be further raised, through networking, knowledge sharing, education and external communication and advocacy.

**3.0 Purpose and Goals**

Although the Ministry of Health (MOH) and Health Authority (HA) acknowledge Family Councils as an important component in long term care, and facility operators are directed by MOH and Residential Care Regulations to support Family Councils, those active in Family Councils find there continues to be a need to increase awareness and support of the role of resident and family councils in long term care.

IAFC, whose members have lived-experience and knowledge gained through participation in Family Council and/or advocating for Residents in long term care will support and guide effective Family Councils by:

***3.1 Networking, Knowledge-Sharing and Education***

• Provide a forum for networking Family Councils of long term care facilities in the Interior region so that they can discuss common issues, and work to find solutions.

• Encourage, guide and support Family, Friends and Caregivers of Residents in long term care facilities where Family Council may not already exist, to establish Family Council through knowledge sharing.

• Host educational sessions for IAFC members so they can better understand long term care services, including:

❖ Residential Care Regulations, Community Care and Assisted Living Act and other relevant statutes, regulations, policies and practices as they pertain to implementing Family Councils in the long term care setting.

❖ the roles and responsibility that Interior Health Authority and their private and contracted service providers have in provision of long term care services.

❖ the roles and responsibility of Family Councils.

***3.2 External Relations and Advocacy***

• Meet regularly to maintain an open, respectful dialogue with Interior Health Authority to advance the role and opportunities of Family Councils, to exchange information, and share ideas and recommendations that will lead to improving the care and quality of life of all Residents in long term care.

• Partner with other Regional Associations of Family Council in BC to ensure that Family Councils are recognized as the “Voice of Family and Family Councils in British Columbia” and to make recommendations and formal presentation to the appropriate authorities (i.e. Health Authority, Ministry of Health) about regulations and policies that will lead to informing policy that improves the care and quality of life of all Residents in long term care.

• Engage in activities, partner in, and promote the campaigns of others that will lead to informing policy that improves the care and quality of life of all Residents in long term care.

**4.0 General Membership**

a) One appointed Family Council representative from each facility in the Interior Health Authority will be placed on our membership roster as representing its Family Council.

b) Following the death or discharge of a resident, family members/friends/advocates are encouraged to continue their involvement with the IAFC, which includes being an active participant and eligible to serve on the Executive Committee.

c) Persons that are currently, or have in the past, been involved in enhancing the quality of life of residents in long term care. Such persons may work or have worked in long term care, volunteered in long term care, been a member of a Family Council at some point in time, and, through introduction and recommendation of a member from category a) and b), wishes to advocate for Family Councils by joining our membership.

**5.0 Board of Directors**

The Board of Directors manages and supervises the activities and affairs of the association. To achieve this the Board of Directors will meet regularly.

• Positions on the Board of Directors will be open to all categories of members.

• The Board of Directors who will be elected by the voting members and will consist of six representatives. ((Reasonable effort will be made to seek representation from each of three sub-areas of the Interior Region: (i) Okanagan (ii) Cariboo-Thompson-Shuswap and (iii) Kootenay Boundary-East Kootenay))

• A Board Members term will be one year.

• The Board of Directors will select a Chair, 1st and 2nd Vice-Chairs, and Recording Secretary-Treasurer.

• The Board may create and delegate to Committees. The responsibilities of Committees will be as set forth in their terms of reference.

• The Chair, 1st Vice-Chair, 2nd Vice-Chair and Recording Secretary-Treasurer will serve as the Executive Committee.

• In the event of a vacancy of the table officers, the vacancy will be filled by an alternate member of the Board of Directors.

• Decisions of the Executive Committee will be by consensus.

**6.0 Voting, Committees and Elections**

Only the appointed Family Council representative in membership category (a) above can vote.

Members from all three categories may serve on the Board of Directors, Committees, and as appointed representatives to other affiliated organizations, i.e. FCOBC, Regional Resident and Family Council Networks, etc.

**7.0 Annual General Meeting**

The Board of Directors will convene a meeting of the general membership annually (AGM) and provide all members with notice of such meeting.

The date of the AGM will be announced at the annual March Board meeting, and the AGM will be held in April so that elected Chair can serve the one year term on the FCOBC, whose annual general meeting is held annually in May. (Rev 03/28/22)

An agenda of the AGM will be circulated in advance of the meeting, but general business that will be covered includes:

• A report from the Chair of the Board.

• To elect a Board of Directors.

• To elect appointees for membership on FCOBC, our affiliated organization.

• To give all members an opportunity to present ‘any other business’ and ask questions. All members may vote at the Annual General Meeting.

**8.0 Meetings**

• Meetings will be held at the call of the Chair.

• At least 3 members (two of whom must be Executive Committee) must be present to constitute a quorum.

• An agenda will be prepared for each meeting. It will be circulated via email prior to each meeting along with the minutes of the previous meeting and any related attachments.

• A copy of the minutes will be maintained in the IAFC Minute Record Book, which will be made available in electronic (.pdf format) to all members, with notice.

Approved: Interior Association of Family Councils (March 28, 2022)