



EASTHOLME HOME FOR THE AGED FAMILY COUNCIL TERMS OF REFERENCE

1. NAME

The name of the organization shall be Eastholme Home for the Aged Family Council.

2. MISSION STATEMENT

Eastholme Home for the Aged Family Council's mission is to: "enhance aspects of life for residents of Eastholme Home for the Aged and their families".

3. GOALS

- To inform and educate families
- To share ideas for the purpose of problem solving
- To maintain two-way communication between families and the facility
- To advocate on behalf of all residents and families
- To provide mutual support for family and friends of residents including those that are new to the facility

4. MEMBERSHIP

Members of the Eastholme Home for the Aged Family Council shall be: A friend or relative of a resident of Eastholme Home of the Aged. Relatives and friends of a deceased resident are encouraged to continue their active membership.

5. OFFICERS AND THEIR DUTIES

Officers of the Eastholme Home for the Aged Family Council shall consist of two Co-chairpersons and a Recording Secretary.

- The Co-Chairpersons shall develop meeting agendas and preside over all meetings. In the event of the absence of one, the other Co-Chairperson shall preside over a meeting.
- The Secretary shall record the minutes of each meeting and maintain the minutes as a permanent record. The Secretary shall also be responsible for forwarding meeting agendas, meeting minutes and additional resources to members prior to meetings and completing designated forms relating to requests for facility administrative action.

If an officer can no longer perform his/her duties, Family Council members shall appoint another member to serve out the remainder of the term.

Committees may be set up as needed by Eastholme Home for the Aged to support the work of the Family Council.

ELECTIONS

Elections shall be held every year in May to select Officers. Officers will be voted into positions by Family Council members.

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

6. MEETINGS

Meetings will be held on the first Monday of every month, as needed, beginning at 6:00 p.m. in the Auditorium at Eastholme Home for the Aged. If the first Monday of the month falls on a holiday, the meeting, if needed, will be held on the second Monday of that month.

Informal meetings might occur between Family Council meetings to carry out specific projects designated by the Family Council.

Members may bring to the Family Council issues or project proposals that might be relevant to all residents of Eastholme Home for the Aged. Issues specific to a Council member's resident must be handled directly between the resident, their family, administration, and staff of Eastholme Home for the Aged, as appropriate.

The Family Council Assistant of Eastholme Home for the Aged may be invited to attend meetings or parts of meetings at the discretion of the Family Council. All meeting agendas, minutes and proposals will be shared with the Family Council Assistant.

7. AMENDMENTS

Amendments may be made to these terms of reference at any regular meeting of the Council, by a 2/3 vote of Council Members.