

Family Advisory Committee Terms of Reference

Role

The Family Advisory Committee (FAC) advocates for child- and family-centred care (CFCC) at Holland Bloorview. CFCC recognizes the central role of the family in a child's life and welcomes families as partners in care at every level of the hospital: from input at the bedside to participation on key decision-making bodies. The FAC works with staff to ensure that the needs and priorities of families shape Holland Bloorview services.

Purpose

The FAC advises and makes recommendations to staff, senior management and the Board of Trustees in order to promote the highest quality of care and supports for young people and their families at Holland Bloorview.

The FAC promotes the core principles of CFCC: respect, information sharing, collaboration and participation.

Responsibilities and Opportunities

- To identify the needs and priorities of clients and families through teamwork with staff
- To promote communication and collaboration among clients, families and staff at Holland Bloorview and with community partners
- To develop and enhance access to information, support and educational resources that enable clients and families to become better advocates
- To advise and share information on CFCC practices as they relate to Holland Bloorview programs and services
- To represent the family voice through active membership on key Holland Bloorview committees such as, but not limited to: the CFCC Steering Committee, Client and Family Leadership Subcommittee and the CFCC Education Subcommittee
- To raise awareness of Holland Bloorview's CFCC initiatives with community partners

Accountability/Reporting Relationships

- The Family Advisory Committee has a direct relationship with the President and CEO and the Vice President of Programs and Services

- The FAC staff liaison, as the resource support for the committee, works with the advisory, senior management and program and services staff to identify and coordinate topics of interest and focus

Membership

The FAC is composed of family members and staff of Holland Bloorview

Qualifications

- Family member of a Holland Bloorview client (current or past) or former Holland Bloorview client
- Respects diversity and differing opinions
- Works collaboratively with staff and other families/clients
- Remains open-minded and maintains a non-judgmental attitude
- Is an active listener
- Maintains a sense of humour, a sense of vision, and a positive attitude!
- Maintains respect for privacy and confidentiality
- Is available to represent families as a well-informed participant whenever issues concerning families of children with disabilities are being discussed

Key Requirements

- Attends a screening interview
- Undergoes a police reference check (including a vulnerable sector check)
- Signs a confidentiality agreement and volunteer contract
- Attends a Family Leadership Program Information Session
- Completes Family Leadership Program training
- Wears a volunteer identification badge visibly
- Signs in and out at the volunteer sign in station
- Reports in and out with the staff designate when volunteering

Voting Members of the Family Advisory Committee:

1. shall consist of a core group of **Voting Members** with the minimum of
 - 12 parent/family representatives whose children are receiving or have received services at Holland Bloorview
 - 1 representative appointed by the Youth Advisory Council
 - 1 member representing youth/ adults with disabilities who is a former client of Holland Bloorview, recruited by the FAC staff liaison, in collaboration with staff and members of the FAC
 - a senior manager
 - the FAC staff liaison
 - a manager from Communications and Public Affairs

2. shall attend all meetings as best as can be expected
 - a Voting Member is expected to attend a minimum of 6 meetings through the course of the meeting year, September to June
 - any Voting Member absent from 4 meetings without notice will no longer qualify as a voting member
3. shall be one member of a family, except where that family member is the Youth Advisory Council representative or a member at large
4. shall vote on matters concerning FAC Terms of Reference and other business requiring a vote
5. shall elect one co-chair at the May meeting
6. shall elect one vice-chair at the May meeting
7. shall elect one secretary at the May meeting

Staff Members participating on the Family Advisory include:

1. a senior manager who is either the President /CEO, Vice President, Programs and Services, and/or a delegate
2. the FAC staff liaison providing resource support
3. a representative from the Board of Trustees
4. a manager from Communications and Public Affairs
5. other staff may be invited to meetings by this committee, from time to time, who would be considered essential in assisting the FAC to achieve its goals and accomplish current projects

Guests:

1. are welcome to attend meetings, and provide input
2. shall notify the FAC staff liaison, in consultation with at the discretion of the FAC co-chairs, of their wish to attend a particular meeting a week in advance

Term of Office

- Members are appointed for, but not limited to, one year (September 1 to August 31)

Meetings

- The Family Advisory Committee will meet at least 10 times a year
- Meetings can also be called at the discretion of the co-chairs
- All meetings will be publicized internally and on the website

Voting

- A quorum is required for a vote to take place
- Voting can be taken by a show of hands
- The voting group can request a secret ballot

Minutes

- Minutes shall be circulated within two weeks of each meeting via e-mail

Copies of minutes shall be distributed to:

- all members of the FAC
- President and CEO
- Vice President of Program and Services
- chair of the Board of Trustees
- staff liaison of the Holland Bloorview Kids Rehabilitation Hospital Youth Advisory Council
- other interested individuals based on request

Review

- The Terms of Reference will be reviewed annually by August 31