



## **Terms of Reference Family Advisory Council**

### **Background**

Since 2007, Pathways Health Centre for Children has actively promoted a family centered approach. In 2013, the Parent Advisory Committee (P.A.C.) was formally created to provide consumer input into Centre services and programs. The PAC's first priority is to represent the voice of families receiving services at Pathways.

In 2019, the Parent Advisory Committee was renamed The Family Advisory Council (FAC) to reflect the broader scope of activities now provided to families. The Family Advisory Council is supported by the work of the Family Advisory Working Committee to carry out the key responsibilities and activities described below.

The Family Advisory Council:

- Acts as a resource to the Board, Pathways staff and to the Executive Director to provide feedback on policies, programs and issues related to Pathways programs and services
- Drives the family centred approach at Pathways and recognizes that parents are the experts on their children and must be involved in the decision-making in the care and treatment of their children
- Advocates for programs and services on behalf of families through the lens of the Pathways Life Needs Model and the Five F's (function, family, fitness, fun, friends and future)
- Develops opportunities for family engagement to promote communication and collaboration and create a larger unified voice for families and share their perspectives with the Board, Pathways staff and the Executive Director

### **Key Responsibilities and Deliverables**

#### **Family Advisory Council**

- Advocate and support the family centred approach throughout the Centre
- To give a voice to client and family issues thus enhancing how Pathways delivers services
- Support the Family Engagement Coordinator to maintain the integrity of our support groups and ensure services are meeting the needs of our families
- To promote opportunities for communication and collaboration amongst clients, families and staff at Pathways Health Centre for Children
- To enhance positive staff-client relations
- Act as a "sounding board" and provide input for Pathways Board of Directors / Senior Leadership / staff
- Help moderate discussions within Pathways Closed Facebook Group
- Create an annual work plan

#### **Family Advisory Working Group**

- Plan, implement and evaluate Annual Pamper Nights for caregivers of our clients
- Support family engagement activities such as "family fun" recreation activities
- Support the development of groups for families to network and connect
- Generate Ideas and support for educational and training sessions for parents
- Help create and support new initiatives to enhance family engagement for the Pathways' families

## **Membership**

### **Family Advisory Council (meets quarterly)**

Members of the Family Advisory Committee are comprised of the Pathways' Family Engagement Coordinator, parent representative from the Pathways Board of Directors, and interested parents who have served their one-year term as a member of the Family Advisory monthly working group.

### **Family Advisory Working Group (meet monthly)**

Members of the Family Advisory Committee is comprised of the Pathways Family Engagement Coordinator and volunteers of Pathways' family members.

### **Committee Member Qualifications**

- Able to respectfully listen to differing opinions and share different points of view
- Must have a child that is receiving or has received Pathways services
- Positive and supportive
- See beyond their own personal experiences using a wide lens that reflects our community
- Team player
- Work collaboratively with staff and other families/clients
- Maintain and respect privacy and confidentiality
- Available to attend at least 75% of the quarterly meetings either in person, by email or via phone.

The term of office for both the Family Advisory Council and the Family Advisory Working Group either group shall be two years with an opportunity to extend membership.

## **Decision Making**

Decisions made will be derived by the consensus model of decision making. Where there is no consensus, a simple majority will be accepted. A minimum of seventy five percent of members must participate for a vote to be taken.

All members will have 1 vote in any decision. The Chairman who is both a staff of Pathways and a parent, will have no vote unless their vote is necessary to break a tie.

## **Reporting Relationship**

The Family Engagement Coordinator will function as Chairperson of both the Council and the working group. The Family Advisory council exchanges information with the Board through the Parent Board representative (and vice versa) and to Leadership through the Family Engagement Coordinator.

## **Review/Revision of Terms of Reference**

- Annually

Revised: Oct.1, 2021