



# **Terms of Reference**

## **Pathways Family Advisory Council**

Revised August 2022

### **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 Family Engagement Coordinator and Pathways Leadership Team to carry out the key responsibilities and activities described below.

### **The Family Advisory Council:**

- Acts as a resource to the Pathways Board of Directors, employees and to the Chief Executive Officer to provide feedback on policies, programs and issues related to programs and services provided at Pathways Health Centre for Children
- 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 six 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, employees and the Chief Executive Officer

### **Key Responsibilities and Deliverables:**

- Advocate and support the family centred approach throughout the Centre
- Support and promote equity, diversity, and inclusion initiatives that will help provide a safe and supportive environment for all
- To give a family 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, family events, and ensure services are meeting the needs of our families
- To promote opportunities for communication and collaboration amongst clients, families and employees at Pathways Health Centre for Children
- To enhance positive employee-client relations
- Act as a "sounding board" and provide input for Pathways Board of Directors / Leadership /employees
- Help moderate discussions within Pathways Family Engagement private Facebook group
- Assist in the planning, implementation and evaluation of 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

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- Help create and support new initiatives to enhance family engagement for the Pathways' families
- Represent diversity within our committee through different experiences and backgrounds; will bring forward new ideas and perspectives that will enhance the services and supports at Pathways
- To promote Pathways Family Engagement initiatives with community partners

### **Membership:**

Members of the Family Advisory Council are of the following: Pathways' Family Engagement Coordinator, with 8 adults being comprised of parents, caregivers, siblings, and past clients of Pathways. The diverse experience and backgrounds of these members will bring forward new ideas and perspectives that will enhance the services and supports at Pathways. The Family Advisory Council will meet every other month for 1 ½ hours to 2 hours in length. Additional meetings may be required to help support new initiatives and events. A member of the Pathways Leadership Team will attend a portion of every meeting to provide Centre updates, request feedback (when required), answer questions and help to promote positive and collaborative communications.

### **Committee Member Qualifications:**

- A member who is a parent or caregiver must have a child that is receiving or has received Pathways services
- A member who is a sibling must have a sibling that is receiving or has received Pathways services
- A member who is a former client must have received services at Pathways
- Positive and supportive
- Able to respectfully listen to differing opinions and share different points of view
- See beyond their own personal experiences using a wide lens that reflects our community
- Work collaboratively with employees and other families/clients
- Maintain and respect privacy and confidentiality
- Available to attend at least 3 out of the 4 meetings per year either in person, or virtual

### **Key Requirements:**

- Attend a screening interview
- Sign a confidentiality agreement and committee member contract
- 6 F's training and other future training opportunities (Solution Focus)
- Wear a committee member identification badge visibly when in the centre or assisting for an event

The term of office for the Family Advisory Council shall be two years with an opportunity to extend membership.

### **Voting:**

Areas that the Council may be asked to vote on include but are not limited to:

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- Recommendations in response to Policies and Procedures brought forward for Council review by Centre Leadership
- Family Engagement initiatives

Decisions made will be derived using a consensus exercise. Where there is no consensus, a simple majority (50%+1) will be accepted. A minimum of seventy five percent of members (6/8) must participate for a vote to be taken.

All members will have 1 vote in any decision. The Co-Chair who is both an employee of Pathways and a parent, will have no vote unless their vote is necessary to break a tie. Visiting members of the leadership team will not have a vote.

### **Officers:**

#### **Co-Chairs:**

The Family Engagement Coordinator will function as Co-Chairperson for The Family Advisory Council. The Family Advisory Council will elect one (1) co-chair for a two-year term starting in September.

#### **Qualification for Co-Chair:**

- Must have already served a minimum of one year on the Family Advisory Committee
- Be actively involved and participate in subcommittees if needed
- Demonstrate an understanding of the roles and responsibility of the FAC
- Must possess the ability to work constructively with Pathways leadership team, employees, and members of the FAC

#### **Duties of Co-Chairs:**

- Call and chair meetings
- Develop the meeting agenda with Family Engagement Coordinator, and possibly a member the Pathways Leadership Team when applicable
- Help with minute taking during meetings if needed
- Review and edit meeting minutes
- Distribute agendas and minutes

### **Minutes:**

Minutes shall be circulated within three weeks of each meeting via email. Copies of minutes shall be distributed to:

- All members of the Family Advisory Council
- Chief Executive Officer
- Pathways Leadership team
- Other interested individuals based on request

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

- Annually