

Family Engagement Committee Terms of Reference		
		Effective Date: November 17, 2021
Revised Date: January 11, 2023	Review Date: January 2023	Next Review Date: January 2024

Authority

Community Living Guelph Wellington’s Family Engagement Committee (CLGW’s FEC) operates under the authority of and reports to the Executive Director (ED).

Purpose

The Committee serves as a resource to the ED and Senior Leadership Team (SLT) to enhance the design and delivery of person-centred support and to improve the experience of people who are supported by CLGW. It represents the diverse voices of CLGW family members and serves as a communication bridge for CLGW families.

Duties and Responsibilities

1. Provide input into family based CLGW services (e.g., parent networking meeting topics, person-centred training and other workshops, innovative housing initiatives, and strategic planning feedback).
2. Create opportunities for families to participate more over time (e.g., family based workshops, networking meetings).
3. Mentor other families by sharing information and networking on an ongoing basis.
4. Foster two-way communication between and amongst families and share ideas to improve services.
5. Be an ambassador, acknowledging and sharing information and initiatives impacting CLGW family members.

Membership and Governance

- The Committee shall consist of up to ten (10) family members and two (2) people we support. The following criteria will be used for membership of the Committee:
 - Involved in supporting people who are receiving or have received services from CLGW within the past three (3) years
 - Representing as many different CLGW services and geographic locations as possible
 - No more than one (1) member of a family per person supported may serve at the same time
 - A community family member of a person with a developmental disability who is not currently but could be receiving CLGW supports in the next 0-5 years
 - A person receiving supports from CLGW who does not have family involved in their support

- A member of the self-advocacy group P4P (People4People)
- The Engagement Coordinator and one (1) member of the Committee will serve as Co-Chairs.
- The Executive Director will remain an ex-officio member and be the link between FEC and the Board.
- Members of CLGW SLT and other staff may be invited to participate in meetings depending on the agenda of each meeting.
- The Committee shall have no authority to make decisions about the agency's operations, give employees instructions or directives to management.

Term of Office

The ED will appoint Committee members initially. The Committee will appoint members thereafter. Inaugural members will be appointed for a term of three years (3 members), two years (3 members), one year (4 members). Members are encouraged to consider serving up to two consecutive terms (6 years in total).

Quorum

A majority of Committee members is required to have an effective meeting. Majority is reached based on those non-staff members present at any given meeting.

Resources

The ED's Executive Coordinator will support and act as a resource to the Committee.

Meeting Notes and Reports

Notes will be taken at all meetings, with a summary report being made available to CLGW members/staff/families.

Meetings

The Committee will meet a minimum of three (3) times a year. Notification of meetings will be shared by email at least seven (7) days before the meeting. Meetings will be held at a CLGW location and/or will be held remotely by phone or video conferencing (hybrid version).

Privilege and Confidentiality

The activities of the Committee shall be in accordance with CLGW policies and procedures respecting privacy, confidentiality, and consent to collection, use or disclosure of personal information. Committee members shall not speak on behalf of the agency, including speaking to the media.