

Villa Cathay Care Home Family Council Terms of Reference

1. Name: 名稱

The name of the committee shall be Villa Cathay Care Home Family Council.
本委員會的名稱為華宮安老院家人委員會。

2. Mission Statement: 宗旨

The Villa Cathay Care Home Family Council shall advocate for improved communication and collaboration between substitute decision makers of current residents of Villa Cathay Care Home and Villa Cathay Care Home staff and management by working collaboratively with the facility's staff and management on projects that enrich the lives of persons in care, making recommendations, communicating common concerns and ideas for improvements.

The substitute decision maker is defined as the resident's primary and secondary contact persons and/or the resident's substitute decision making representative, i.e. via Power of Attorney (POA), who are listed on the resident's record with Villa Cathay Care Home.

華宮安老院家人委員會透過與院內工作人員和管理層合作，在豐富住客生活的項目上，倡導改善華宮住客的替代決策人與華宮員工和管理層之間的溝通和協作。並向院方提出建議，交流共同關注的問題和改善方法。

替代決策人的定義為住客的首要 and 次要聯絡人和/或住客以授權書 (POA) 認可的代表, 相關資料要根據華宮記錄作準。

3. Objectives: 目的

a) To welcome substitute decision makers of new residents and offer information, assistance, and support consistent with the Mission.

歡迎新住客的替代決策人，並提供與本會宗旨一致的信息、幫助和支持。

b) To promote information sharing on activities and answer questions and/or provide direction as to who to speak with about specific questions or concerns.

促進信息交流，並針對可以向院方有關部門表達問題和疑慮作交談提供向方。

c) To provide opportunities for substitute decision makers of current residents to get together to share and support one another.

為現在住客的替代決策人提供彼此分享和支持的機會。

d) To assist and improve communication between current residents, substitute decision makers of current residents, staff, and management in order to work together and provide understanding that will promote quality of life.

協助和改善現在住客及其替代決策人和員工及管理層之間的溝通，以便共同努力並提供了解，從而提升住客的生活質素。

e) To improve opportunities for staff to work together with substitute decision makers of current residents on matters affecting the resident's day-to-day living.

針對住客日常生活事項，改善各單位工作人員與住客替代決策人合作的機會。

f) To identify common issues and concerns and make recommendations for change.

識別共同的關注和問題，並提出改善的建議。

g) To be heard on proposed changes in policy and practice affecting the well-being of residents.

就影響住客健康與福祉相關的政策和實務上表達意見。

4. Membership: 成員

a) Membership is open to the substitute decision makers of current residents residing at Villa Cathay Care Home. The substitute decision maker is defined as the resident's primary and secondary contact persons and/or the resident's substitute decision making representative, i.e. via Power of Attorney (POA), who are listed on the resident's record with Villa Cathay Care Home. Confirmation of substitute decision maker status will be provided by Villa Cathay Care Home staff.

成員資格是開放給現入住華宮安老院住客的替代決策人。替代決策人的定義為住客的首要 and 次要聯絡人和/或住客以授權書 (POA) 認可的代表, 相關資料要根據華宮記錄作準。替代決策者的身份將由華宮工作人員確認。

b) The substitute decision maker of a departed resident is welcome to continue involvement on the Family Council as a non-voting member for a period not exceeding 18 months after the resident's departure.

歡迎前住客的替代決策人在住客離開華宮後繼續以無投票權成員的身份參與家人委員會，為期不超過 18 個月的時間。

c) A person may participate in the Family Council meeting as a non-voting member if both of the following conditions are met: (1) he/she is invited by a substitute decision maker of a current resident, and (2) received prior approval from the Family Council Executive Committee.

如果能夠滿足以下兩個條件，個人亦可以作為非投票成員參加家人委員會會議：(1) 他/她受到現今住客替代決策人的邀請，以及 (2) 事先獲得家人委員會執行委員會的批准。

5. Meetings: 會議

a) The Family Council shall meet at least six (6) times in any calendar year, at times determined by the Chairperson, and at any additional times as reasonably requested in writing to the Chairperson by any member. Unless the Chairperson or other Officer acting in his/her place determines that an extraordinary meeting is required, at least seven (7) days notice shall be given to all members of the Family Council. The accidental omission to give notice of a meeting to, or the non-receipt of a notice, by any of the member, does not invalidate proceedings at that meeting.

家人委員會每年應至少召開六 (6) 次會議，時間由主席確定，若成員需要任何額外的會議，應以書面形式向委員會主席要求。除非主席或其代理人決定家人委員會需召開特殊會議，所有家人委員會成員應在至少七 (7) 天前收到會議通知。但若意外地遺漏發出會議通知，或有成員未收到通知，並不會使該會議的程序無效。

b) An Annual General Meeting shall be held at least once in every calendar year and not more than fifteen (15) months after the holding of the last preceding Annual General Meeting.

週年大會應每年舉行一次，舉行的日期應在上屆週年大會的十五 (15) 個月內。

c) Annual General Meeting of the Family Council shall be held once a year at Villa Cathay Care Home or by virtual meeting.

週年大會每年一次在華宮安老院或網上舉行。

d) Extraordinary meeting may be called by the Chairperson as required.

家人委員會主席可根據需要召開特殊會議。

e) Sub-Committee meetings shall be held as deemed necessary by the Chairperson of the Sub-Committee.

分組委員會會議由分組委員會主席依需要而召開。

f) Issues will be voted on at regular scheduled meetings by one substitute decision maker per current resident represented in attendance. Proxy vote is permitted if given in writing to one of the Family Council Officers or staff in attendance in advance of the meeting. The results shall be decided by a simple majority vote. (Majority vote = 50% + 1).

每位入住華宮的住客將由一名出席會議的替代決策人，在定期安排的會議上對事項進行投票；亦可在會議前以書面形式向一位出席會議的家人委員會委員或華宮工作人員提供代理投票。結果應以簡單多數票決定。（多數票 = 50% + 1）。

g) The Villa Cathay Care Home staff shall attend Family Council meetings, including the Administrator, Social Worker, or other persons involved in the management or operation of the home. The Family Council Chairperson however reserves the right to conduct a portion of the meeting, should such need arise, whereby substitute decision makers would like to speak to the Family Council without staff present.

華宮的工作人員會參加家人委員會會議，包括院長, 社工或其他參與管理或營運的工作人員。若替代決策人希望在沒有工作人員在場的情況下與家人委員會交談，家人委員會主席可預留部分會議時間作此等交談。

h) All Family Council meetings will be conducted in English. Translation to Cantonese or Mandarin will be accommodated upon request.

所有家人委員會會議都會以英語進行。可應要求提供粵語或普通話翻譯服務。

6. Elections: 選舉

a) Elections shall be held annually by the conclusion of the year at the Annual General Meeting to elect the Officers for the Family Council.

每年的週年大會將同時舉行家人委員會委員的選舉。

b) Each current resident can only send one substitute decision maker to cast a vote in the Annual General Meeting, or to be a nominee for an election, or to cast a vote on a motion.

每一位入住華宮住客只可派一名其替代決策人在週年大會上投票、被提名參選及對動議進行投票。

c) The nominee receiving the most votes shall be deemed the winner in an election.

被提名人在選舉中得到大多數選票就是獲選。

7. Officers and Their Roles: 職位及其角色

a) Officers of the Family Council shall be the Chairperson, Vice-Chairperson and Secretary.

家人委員會的職位包括主席、副主席和秘書。

b) Officers must consist of substitute decision makers of current residents only.

執行委員必須由現入住華宮住客的替代決策人出任。

c) The term for the elected Officers shall be one year and shall commence at the conclusion of the Annual General Meeting and shall end at the Annual General Meeting held the following year. The term limit for Elected Officers for the same Family Council Officer position shall not exceed three (3) terms.

當選的家人委員會委員的任期為一年，應在週年大會當選起計至下一年度週年大會時結束。當選委員擔任同一家家人委員會委員職位的任期不得超過三 (3) 屆。

d) Should an Officer's membership change from a voting member to a non-voting status during his/her term in office as an Officer, he/she may complete his/her term in office.

如果在職委員的成員資格在其任職期間從有投票權的成員轉為無投票權，他/她可以完成其任期。

e) Only one substitute decision maker per current resident shall serve as an Executive Committee member at a time.

每一屆家人委員會中，現入住華宮的住客只可以有一位替代決策人擔任家人委員會委員職務。

f) An Executive Committee shall consist of Family Council Officers and Family Council members who are invited to join by the Chairperson to the Executive Committee. The Executive Committee members are expected at minimum to attend and participate on all Family Council meetings and one additional meeting in conjunction with the Annual General Meeting.

執行委員會包括家人委員會的在職委員和由主席邀請加入執行委員會的會員。執行委員會委員至少應出席和參與所有家人委員會會議，週年大會以及一起舉行的聯席會議。

g) The Chairperson shall preside over all Family Council meetings. In the event of his/her absence, another Family Council member as designated by the Executive Committee shall preside.

主席將主持所有家人委員會會議。在他/她缺席的情況下，將由執行委員會指定的另一名家人委員會成員主持會議。

h) The Secretary shall record the minutes of each meeting and maintain the minutes as permanent record.

秘書應記錄每次會議的記錄，並永久保持會議紀錄。

i) The Secretary shall also be responsible for maintaining records of all pertinent correspondence of the Family Council.

秘書也應負責保持家人委員會所有相關的通信記錄。

j) If an Officer can no longer perform his/her duties, the Executive Committee shall appoint a member to serve out the remainder of the term.

如果任何一位在職委員不能繼續履行其職責，執行委員會應任命一名成員完成剩餘的任期。

k) Executive Committee members who are not attending or contributing to the Family Council may be removed at the sole discretion of the other members of the Executive Committee, for cause. A closed session will be scheduled to allow for discussion and a final decision, and if necessary, reappointment of a temporary replacement, until the next election of the Family Council Officers. All discussions will be documented by an Executive Committee member and may be reviewed by any Family Council members upon request.

對家人委員會不作參與或供獻的執行委員，可以由執行委員會的其他成員自行決定是否將其免職。可以安排一次非公開會議，以便進行討論和做出最終決定，並在必要時重新任命臨時替代人選，直至下次選舉家人委員會委員。所有討論將由執行委員會成員記錄，可應任何家人委員會成員要求並查閱。

l) Family Council Sub-Committees may be set up as needed by the Executive Committee and may include welcoming, grievance, activities, etc. The Sub-Committee shall be chaired by a member of the Executive Committee.

執行委員會可根據需要設立家人分組委員會，可包括歡迎、申訴、活動等事項。分組委員會應由執行委員會委員擔任主席。

m) All members of the Family Council Executive Committee will be required to submit a current Criminal Record Check within 30 days of being elected/appointed to the Committee. The Check and fees will be administered by the management of Villa Cathay Care Home.

家人委員會的所有執行委員都必須在當選/被任命為委員後 30 天內提交現時的犯罪記錄檢查。程序及費用將由華宮的管理層處理。

8. Amendments: 修訂

These Terms of Reference shall be reviewed annually after elections have been held at the Annual General Meeting. Only substitute decision makers of current residents may submit proposed amendments. Changes to these Terms of Reference may be made by a majority (50% +1) vote by one substitute decision maker per current resident represented in attendance at the meeting. Proxy vote is permitted if given in writing to one of the Family Council Officers or Villa Cathay Care Home staff in attendance in advance of the meeting.

本委員會組織章程應在週年大會舉行選舉後進行審閱。只有現入住華宮住客的替代決策人可以提交修正案的提議。出席會議的每位華宮住客的替代決策人，可以通過多數 (50% +1) 票對這組織章程進行更改。如果在會議前以書面形式向出席會議的家人委員會委員或華宮的工作人員提供代理投票，則允許進行代理投票。