

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
本委員會的名稱應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 family members 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 to decision makers, and communicating common concerns and ideas for improvements.

華宮安老院家人委員會透過與院內工作人員、管理團隊的協力合作，從事豐富住客照顧的方案、對決策者提出建議、溝通共同的問題和想法以求改進，以提倡家人、工作人員、和管理團隊之間溝通與合作的加強。

3. Objectives: 目的

- a) To welcome families of new residents and offer information, assistance, and support consistent with the Mission.

歡迎新住客的家人，提供與本委員會宗旨一致的信息，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，並針對可以向院方的哪些人員表達問題及疑慮提供答案和/或提供方向。

- c) To provide opportunities for family and friends of the residents to get together to share and support one another.

為住客的家人和朋友們提供分享及彼此支持的機會。

- d) To assist and improve communication between the residents, family members, friends, staff, and management in order to work together and provide understanding that will promote quality of life.

協助和改善住客、家人和親友、工作人員、和管理團隊之間的溝通，以針對可以提升生活素質的事宜協同工作，並提供了解。

- e) To improve opportunities for unit and/or site staff to work together with family 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家人協同合作的機會。
- f) To identify issues and concerns and make recommendations for change.
提出問題和關切以及改變的建議。
- g) To be heard on proposed changes in policy and practice affecting the well-being of residents.
在影響住客健康與福祉相關的政策及實務上表達意見。

4. Membership: 成員

- a) Membership is open to family members, friends or advocates of a resident residing at Villa Cathay Care Home.
成員資格是開放給華宮安老院住客的家人、朋友、和倡導者。
- b) Family members, friends and advocates of a deceased resident are welcome to continue their involvement as a non-voting member.
前住客的家人、朋友、和倡導者也歡迎繼續參與，作為“不投票”成員。

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開會六次，由主席確定時間，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。但若會議通知是因為意外而遺漏，或者有任何成員沒收到通知員的通知，該會議並不會因此而不具程序的效力。
- 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在網上舉行。
- 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) Subcommittee meetings shall be held as deemed necessary by Council Members.
分組委員會會議可由理事會成員依必要性召開。
- f) Issues will be voted on at regular scheduled meetings by one family member/representative per resident represented in attendance. The results shall be decided by a simple majority vote. (Majority vote = 50% + 1).
需要決議的問題將在一般會議由出席的住客家人或代表以“一票一住客”的規則投票表決。結果應以簡單多數表決決定（多數表決 = 50% + 1）。
- g) The licensee Villa Cathay Care Home shall attend Family Council Meetings, including the Administrator and other persons involved in the management or operation of the home. Family Council however reserves the right to conduct a portion of the meetings, should such a need arise, whereby any family members would like to speak to Family Council without staff present. The Family Council Liaison Person shall attend meetings as invited by the Council.
華宮工作人員會參加委員會會議，包括院長、管理及運營部門人員。但是，委員會保留權利，如有家人希望討論某些問題時沒有員工在場，委員會會把部分會議時間預留給家人作私下討論。

6. Elections: 選舉

- a) Elections shall be held annually at the Annual General Meeting to elect the Officers for the Family Council.
每年的週年大會應同時舉行家人委員會成員的選舉。
- b) Any member may, at a meeting at which Officers are to be elected, may nominate from the floor of such meeting, any member present.
任何成員均可在選舉舉行的會議中直接提名任何與會的成員。
- c) One family member or representative of a resident residing at VCCH may cast a vote to elect a nominee or vote on a motion.
每一位華宮住客的其中一位家人成員/代表均可投一票選出一位被提名人或在議案中投票。
- d) 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 organization 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 family members of current residents only.
執行委員必須由現在住在華宮的長者家人出任。
- c) The term for the elected Officers shall be one year and shall commence at the conclusion of the AGM and shall end at the AGM held the following year.
被選出的家人委員會委員，其任期為一年，是由週年大會選出起計至下一年度週年大會止。
- 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.
在職委員一旦由有投票權成員轉為“不投票成員”，他/她也應履行其職責至任期完成。
- e) Only one family member or representative per resident residing at VCCH shall serve as an Officer at a time.
在一屆家人委員會中，華宮住客的家人成員/代表中只可以有一位出任為家人委員會委員。
- f) An Executive Committee shall consist of Family Council Officers and Members who are invited to join by the Chairperson.
執行委員會應由家人委員會的有職理事和主席邀請的成員參加。
- g) The Chairperson shall preside over all meetings. In the event of his/her absence, the Vice-Chairperson shall preside.
主席將主持所有會議。在他/她缺席的情況下，副主席主持。
- 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.
如果任何一個有職理事不能繼續履行他/她的職責，執行委員會應指派另一名成員代理其剩餘的任期。

k) Committees may be set up as needed by the Executive Committee and may include welcoming, grievance, activities, etc.

執行委員會可以根據需要設立小組委員會，包括歡迎，申訴，活動等。

8. Amendments: 修訂

These Terms of Reference shall be reviewed annually after elections have been held at the Annual General Meeting and any proposed amendments may be made to these Terms of Reference by a majority (50% +1) vote by one family member or representative per resident represented in attendance at the meeting.

本委員會規章應在每年選舉之後重新審閱，並於週年大會時提出供成員表決，可由過半數（50%+1）與會的每一位華宮住客的其中一位家人成員/代表投票決定修訂的提議。