

Cheshire Homes Resident Council (CHRC)

Established 1997

Guidelines

Purpose

- To provide a voice and a forum for meaningful resident input into the operations of Cheshire Homes.
- The focus of the CHRC is to represent the COLLECTIVE interests of residents to management.

Membership

- All residents currently living at Cheshire Homes of Saskatoon who have passed their probationary period are eligible for election to the Council.
- All residents are expected to be involved in the betterment of Cheshire Homes as part of their admission process, and are encouraged to attend and participate in the annual informational meetings held by the CHRC.

Structure

- The Council will consist of seven (7) directors.
- Elections will be held annually. Positions will expire on June 30th each year. All residents are free to give feedback to the President or Vice-President on the performance of the directors. If the President or Vice-president receive negative feedback about the performance of a director, the performance will be reviewed. Should the majority of the elected directors vote to remove the representative for non-performance, the position may be filled through an election for the remainder of the term.
- The quorum for conducting meetings is four (4) directors.

CHRC RESPONSIBILITIES:

Advocacy

- To represent the *collective* interests of residents.
- To represent a resident who is not satisfied with management resolution of an issue, if deemed appropriate. This may require the resident involved to waive confidentiality to allow the Council to investigate management's position and adequate information to discuss the situation in a meeting (all discussion within Council meetings remains confidential among the members present). Examples of situations where the Council may advocate on behalf of a resident include the application of resident-directed care, invasion of privacy, breach of confidentiality, etc.

Confidentiality

- Information shared between members of the CHRC *must* not be disclosed to anyone who is not a member of the council, unless deemed appropriate by the council.

Conflict of interest

- A member of the CHRC who is in a conflict of interest situation may participate in the discussion, but must refrain from voting on the issue. This director may be excused from the meeting if the CHRC would like a private discussion. If a vote is required, the director in question will excuse himself/herself from the meeting during the voting process.

Finance

- May become involved in fund-raising for unfunded extras for residences
- Co-ordination of any grants that may come available.
- To oversee bank accounts of the resident council in accordance with accepted accountancy principles.

Information Dissemination

- Act as a resource by collecting and distributing information on matters relating to residents and operations
- To communicate the activities of the CHRC to all residents of Cheshire. Directors *must* not disclose confidential information, but should answer questions from interested residents. All residents may also request to view the minutes from CHRC meetings, but must read them in the presence of a director.
- To conduct an annual meeting near the end of the term, at which elections will be held to fill positions of directors. A review of the CHRC's activities for the term will be held.

Personnel

- Ensure that residents are involved in the hiring process.
- To encourage residents to actively participate in performance appraisals conducted by management for input into staff performance.
- To document (in writing) on an ongoing basis, any collective issues relating to an employee's nonperformance of duties.
- To make recommendations to management on how to resolve employee issues.

Communication

- To communicate with Cheshire management, external organizations, businesses, and individuals on matters of interest to the residents of Cheshire.
- To communicate the activities of the CHRC to all residents of Cheshire Homes of Saskatoon.

Other

- To have an active role in policy development and review.
- To co-ordinate social, leisure, and educational programs.
- To conduct the orientation for interested applicants to Cheshire Homes.
- To undertake other initiatives as the needs/opportunities arise.

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Roles & Responsibilities of Directors

All directors of the CHRC must adhere to all policies in this manual. The intent of this document is to clarify the various policies mentioned above, as well as to portray the specific responsibilities of the executive positions.

President

1. Develop agenda
2. Distribute agenda to directors two days prior to meetings, when possible.
3. Chair meetings
 - 3.1. Ensure an orderly flow of information.
 - 3.2. Try to get active participation from everyone in attendance.
 - 3.3. Use the consensus decision making process when possible. Voting on issues should occur only after trying to incorporate everyone's concerns into a decision.
4. Arrange meeting dates
 - 4.1. Regular meetings should be held monthly. Meetings are currently held on the 2nd Thursday of every month, but this may change from time to time, as deemed appropriate by the council.
 - 4.2. Special meetings may be called as required to deal with issues not suited for the next regular meeting.
 - 4.3. Annually, all residents of Cheshire will be invited to a special meeting, at which they will be informed of the CHRC's activities. An interactive discussion will occur if required.
5. To act as a liaison between the CHRC and management.
6. To communicate with businesses, individuals, and organizations on behalf of the CHRC.

Vice-President

1. Assume all duties of the President in his/her absence.
2. Assist the President in gathering and distributing information as the need arises.

Secretary

1. Record minutes at meetings.
2. Distribute completed minutes to directors no later than seven days before the next meeting takes place.
 - 2.1. Must be done in accordance with accepted principles.
3. Store historical data (minutes from previous meetings, policies, etc).
 - 3.1. On both paper *and* computer disk, to facilitate easy updates & reproductions.
 - 3.2. Ensure that this historical record is stored in the office of Cheshire management.

Treasurer

1. Oversee financial accounts of the resident council (bank accounts & slush fund).
 - 1.1. Must be done in accordance with accepted accountancy principles.
 - 1.2. Expenditures must be authorized by the CHRC.
 - 1.3. Expenditures must be signed by two people with signing authority.
 - 1.3.1. The Treasurer will have signing authority.
 - 1.3.2. Two other directors will have signing authority, preferably the President and Vice-President.
 - 1.4. The Treasurer will be personally liable for funds missing from financial accounts.
2. Present financial report.
 - 2.1. Written reports to be presented in the 6th and 12th month of the treasurer's one-year term.
 - 2.2. Oral reports to be given at each CHRC meeting.