

## **Client Advisory Committee - Terms of reference**

### **Memberships**

Minimum - 10 people

Maximum - 15 people

Two representatives from each clinical team with the balance made up of non-registered participating clients.

### **Criteria for Membership**

1. Recognize the specific aspects of the program and/or unique needs of the Client Advisory Committee.
2. Membership will be renewed annually to ensure members accurately reflect people who use the services of FCMHS.

### **Responsibilities**

The Advisory Committee is established:

- Providing client input into the functioning of the community mental health services and programs
- Provide education on mental health related issues effecting our community
- Provide advocacy for individuals with mental illness and to provide advice to the Executive Director (or designate) on issues related to community mental health services as requested.

### **Executive**

The FCMHC advisory committee will elect from amongst their membership a Chairperson, Vice Chair, Secretary and Treasurer. The Chair and Vice-Chair position will be reviewed annually (fiscal) or as vacancies arise. The Vice-Chair will assume the role of Chair as needed.

## **Chair**

The Chair will be responsible for calling meetings, establishing agendas and presiding over meetings. In the absence of the Chair, the Vice-Chair will serve in this capacity.

## **Secretary**

The Secretary is responsible for recording minutes and notifying committee members regarding upcoming meetings. In the absence of the Secretary, a member will be designated to complete the secretary's tasks.

## **Treasurer**

The Treasurer is responsible for overseeing expenses and budgets associated with the operation of the Client Advisory Committee.

## **Terms of Office**

The terms for Chair/Vice-chair/Secretary and Treasurers (executive positions) include:

- Two year position can be re-elected to another term if they wish to continue.
- If a vacancy exists on the CAC executive, the committee will advertise to clients of the vacant program.

Potential members of the CAC will apply to sit on the committee in writing or through an interview with the CAC Executive. The CAC will meet after meeting for one year to determine the length of commitment of the CAC members.

## **Meetings/Attendance**

If a CAC member declares non-active status, this member will communicate to the chair the circumstances of the in activity. The member may designate a spokesperson to meet with the Chair on their behalf. If an executive member becomes inactive, the CAC will elect an Acting Executive.

The CAC will meet once a month with meetings running in duration 1-1/2 hours in length.

If a member is absent without notification 3 consecutive meetings they may be placed on the inactive list or replaced.

### **Decision Making Process**

Decisions will be made by consensus or a quorum (50% + 1)

No meeting will be held without a quorum representative.

### **Confidentiality**

All information, both written and verbal, is owned by the committee and cannot be shared without approval of the committee.

### **Expectation of Members**

- Attendance is mandatory: to attend all Advisory Committee meetings or alert the Secretary of inability to attend.
- To be aware of issues in the community that effect the agency's work and to bring these issues to the meetings.
- To represent issues of clients and family members.
- To encourage, advocate and support communication and awareness for clients.