

Front-line Communications Working Group

Terms of Reference

RESPONSIBLE TO: Executive Director, SafeCare BC

MEMBERSHIP:

The Front-line Communications Working Group (FLiC) will be comprised of frontline workers with experience working in the continuing care sector. Members of the FLiC will be recruited based on the following:

- applicants must:
 - have easy access to a computer
 - be comfortable navigating websites, email, and Microsoft Office
 - English fluency
 - have worked in Long-Term Care or Home Care for a minimum of 3 years
 - have approval from their current employer
 - be able to consistently meet the time commitments associated with the FLiC's activities
- experience in both the home care and long-term care sector will be an asset

Every effort will be made to ensure there is regional representation on the FLiC from across BC.

Subject matter experts may be brought into the FLiC on an as-needed basis to address specific project needs.

The FLiC will be chaired by a staff member of SafeCare BC, as determined by the Executive Director.

MEETINGS:

Four to five teleconferences per year, plus one in-person meeting per year. Meeting agendas will be prepared and circulated 3-5 days prior to the meeting and actions will be circulated 3-5 days after the meeting, unless otherwise determined by the FLiC. Meetings will be two hours in duration. FLiC members may be required to read documents or other materials in advance of and in between meetings to provide advice and direction. Total time commitment per meeting is anticipated to be 5-6 hours.

TERMS:

Term is for 18 months with one renewable term.

SafeCare BC staff will manage the appointment process to the FLiC.

ATTENDANCE: Working group members who miss three consecutive meetings for unexcused reasons are deemed to have resigned from the FLiC.

FUNCTIONS:

The FLiC provides input, expertise, and knowledge to strengthen the effectiveness of SafeCare BC communications initiatives, programs, and projects. Specifically, the FLiC will provide input into

communications-based activities directed towards front-line workers as outlined in SafeCare BC's annual workplan.

RESPONSIBILITIES:

The FLiC will provide front-line worker-specific input and recommendations on the following:

1. Strengthening SafeCare BC's engagement with front-line workers in the home support and long-term care sectors.
2. Communications strategies and materials related to education, training, resources, and return-to-work initiatives targeted to front-line workers.

OPERATION:

Wherever possible, FLiC recommendations will be made by consensus. If the FLiC is unable to reach consensus on an issue after thorough debate, the issue will be referred to the SafeCare BC Executive Director for consideration.

The FLiC Chair will be responsible for liaising between the FLiC and the SafeCare BC Executive Director. The FLiC Chair will report to the SafeCare BC Executive Director on FLiC recommendations, and will similarly relay the Executive Director's decisions on FLiC recommendations to the FLiC.

REIMBURSEMENT:

FLiC members will receive an honorarium for their participation on the FLiC. The process through which an honorarium may be disbursed will be established by SafeCare BC. In addition, FLiC members will be reimbursed for reasonable expenses incurred during the course of their duties as FLiC members. These expenses will be reimbursed in accordance with SafeCare BC's Board policies.