# Executive structure: Position descriptions

CHAIR—is an elected resident, family member or staff member (i.e., facility representative). This person is often the vice-chair in the previous term. Duties include:

* Chairing meetings and overseeing the function of the council;
* Working closely with the home's operator and/or facility representative on council business;
* Reviewing and approving the drafted agenda;
* Asking staff members or guests to participate as needed;
* Arranging educational sessions;
* Reviewing and approving minutes for distribution;
* Ensuring the business of the meetings progresses; and
* Completing the Council Feedback Form and submitting it to the facility representative.

This position usually takes up to ten hours a month.

VICE CHAIR—is an elected resident, family member or staff member. This person may become chair in the next term. Duties include:

* Filling in for the chair when needed;
* Working closely with the chair to ensure the business of the meetings progresses; and
* Learning the role of the chair in preparation to take over the position in the next term.

This position usually takes about five hours a month.

PAST CHAIR—is the previous council chair. Duties include introducing the incoming chair to their new role, answering questions, and giving advice.

This position usually takes about three hours a month until the new chair is comfortable in their position.

SECRETARY—is an elected resident, family member or staff member. Duties include:

* Developing agendas;
* Recording minutes, including names of those attending, summarizing important information, recording action items and the person responsible for completing it;
* Submitting the agenda and minutes to the chair (or vice chair as applicable) and site representative to review and approve; and
* Advertising the upcoming meetings in collaboration with the site representative.

This position usually takes up to five hours a month.

# Leadership team: Description of duties

As a member of the resident and family council's leadership team, you will work together to complete the following duties:

* Chairing meetings and overseeing the function of the council;
* Working closely with the home's operator and/or facility representative on all council business;
* Reviewing and approving the drafted agenda;
* Asking staff members or guests to participate as needed;
* Arranging educational sessions;
* Reviewing and approving minutes for distribution;
* Ensuring the business of the meetings progresses;
* Completing the Council Feedback Form and submitting it to the facility representative;
* Developing agendas;
* Recording minutes, including names of those attending, summarizing important information, recording action items and the person responsible for completing it;
* Reviewing and approving the agenda and minutes along with the facility representative; and
* Advertising the upcoming meetings along with the facility representative.

You can find more information on this model in a webinar from the Ontario Association of Residents' Councils: <https://youtu.be/weG_zlt6hTo>.