



Role summary:

The Family Advisory Committee (FAC) at Children's Treatment Network (CTN) is a committee made up of clients, families and caregivers of children and youth with disabilities and developmental needs, and CTN staff. It is an ideal role for individuals who want to help support/advise on CTN's operational activities and ensure CTN is well-connected with the family perspective. The FAC is supported by CTN's Director of Health Records and Clinical Infrastructure, and has direct connection with CTN's senior management team and CEO.

Key responsibilities:

- Attend FAC meetings and participate electronically via email in between meetings as requested.
- Help develop and carry out annual Family Advisory activities that focus CTN's [Mission, Values and Strategic Directions](#).
- Provide feedback and input about various CTN and system-wide initiatives as requested.
- Champion/increase awareness about CTN with other parents through professional, social and family networks.
- Help CTN connect with families and bring perspectives/feedback from CTN families in the community forward for discussion.
- Collaborate with partner agencies and with other community groups (local and provincial)

Qualifications:

- Experience as a CTN client or as a caregiver/family member of a child or youth with disabilities or developmental needs.
- Ability to share personal experiences and help foster a broader change that impacts the broader CTN community.
- Ability to listen to a variety of experiences with an open mind and adopt a solution focused approach.
- Commitment to CTN's vision, value and strategic directions.
- Awareness and appreciation for diversity of families and everyone's unique life experience.
- Related professional and personal experience is equally valued.

Details

1. FAC meets monthly from September – June.
2. Meetings occur in Richmond Hill (13175 Yonge St.), Barrie (165 Ferris Lane) or via videoconference . Meetings alternate between evenings and mornings.
3. Time commitment: 2-4 hours/month (includes meeting time and time required for email reviews/responses of materials, etc.).
4. Members are appointed for 3 year-terms that are renewable for an additional 3 years. Shorter terms can be negotiated, but a minimum commitment of one year is encouraged.
5. Potential applicants can attend a meeting as a guest to learn whether the committee may be an appropriate fit for them.
6. Any childcare and travel expenses incurred can be submitted for reimbursement according to CTN's policies.
7. Volunteers are expected to follow policies related to Health and Safety and CTN's Volunteer Code of Conduct including maintaining confidentiality related to any personal sharing during an FAC meeting. -
8. CTN understands that attending regular meetings may not be possible for all interested clients or families; if you are interested in joining our FAC but unable to attend meetings, please let us know as we would be happy to find a way for you to be involved.

For more information on this role or to read past meeting notes, click [here](#) or contact CTN's Family Resource and Communication Coordinator, Heather Oliver-Hamilton hooliverhamilton@ctnsy.ca.