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|  RESIDENT COUNCIL  | NO. 240 |
|  POLICY:It is the policy of this facility to provide a room and a time for Resident Council meetings. Residents in leadership positions with the Residents Council shall give a regular report of meetings either directly to the Administrator or to the Administrator via the Therapeutic Recreation designee. Resident Council meeting shall be scheduled on the monthly T.R. Calendar. Participation in this council shall be defined in the Resident Council By-Laws.Procedure:1. T.R. designee shall meet with the Resident Council officers to determine date and time of each upcoming meeting before planning the Monthly T.R. Calendar.
2. After securing information regarding meeting, include information on the Monthly T.R. Calendar.
3. Inform new resident about the Resident Council meetings, introduce to officers and/or elected representative. Encourage officers to discuss purposes, meeting attendance, by-laws, etc. with new resident.
4. Resident will be assisted in preparing the meeting room for privacy and/or a minimum of interruptions.
5. The Council or T.R. staff shall appoint a secretary with necessary materials to keep the minutes of the meeting.
6. Minutes from the meetings shall be kept in the Administration office.
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| Approved: | Effective Date: | Revision Date: | Change No.: | Page: 1 of 1 |