



## **Job Description**

**November 2023**

### **Position: Designated Resident Representative**

The primary function of the Designated Resident Representative (DRR) is to represent the Members before the Board of the provider on any matter affecting changes or fees or services to the residents. The DRR must be a life care contract holder and shall serve a term of a minimum of one calendar year.

### **Desired experience for a DRR: \***

Education/Experience: a degree in Economics, Finance, Accounting, or other related fields or work experience that encompassed working knowledge of Non profit or for profit finance and budgeting.

Skills: ability to effectively review and discuss “the annual budget and proposed changes or increases in resident fees or services.”

Preference service on a CCRC Resident Finance Committee.

*\*Criteria based on FLiCRA publication "Best Practices for Consideration" to implement FL Statute 651.085 amended and effective July 1, 2023.*

## **Responsibilities:**

1. Attend all provider meetings when the annual budget and/or proposed changes or increases in resident fees or services are on the agenda and will be discussed.
2. It is recommended the DRR have reviewed available financial information on the community which includes the annual report filed with the Florida Office Insurance Regulation and any other financial information on the community that is available through a public records request by contacting:

Office of Insurance Regulation  
Attn: Public Records Office  
200 E Gaines Street  
Tallahassee, Florida 32399-4206

(850) 413-4223  
[PublicRecords@flor.com](mailto:PublicRecords@flor.com)

3. Form ad hoc committees, as necessary, to assist in preparation for meetings.
4. When attending meetings relative to the role of the DRR, the DRR should have basic understanding of the roles and authority of the members of the governing body as well as the collective body. Further, at each invited meeting the DRR should come prepared with

specific and relevant questions to pose to the governing body. If time allows, sending advance questions before the meeting may be beneficial. Meeting with the governing body of the provider provides an opportunity for learning and dialogue. The DRR from a regulatory standpoint is the designated individual in this setting to represent the interests of the resident population.

5. After each meeting where the DRR meets with the governing body of the provider, the DRR should prepare written reports for the Resident Council. These reports will guide the decision making of the Council relative to future efforts of the DRR related to the provisions of 651.085.

### **Statutory Reference:**

**651.085 Quarterly meetings between residents and the governing body of the provider; resident representation before the governing body of the provider. —**

(2) A residents' council formed pursuant to s. 651.081, members of which are elected by the residents, shall nominate and elect a designated resident representative to represent them before the governing body of the provider on matters specified in subsection (3). The initial designated resident representative elected under this section shall be elected to serve at least 12 months. The designated resident representative does not have to be a current member of the

residents' council; however, such an individual must be a resident, as defined in s. 651.011.

(3) The designated resident representative shall be notified by a representative of the provider at least 14 days in advance of any meeting of the full governing body at which the annual budget and proposed changes or increases in resident fees or services are on the agenda or will be discussed. The designated resident representative shall be invited to attend and participate in that portion of the meeting designated for the discussion of such changes. Designated resident representatives shall perform their duties in good faith. For providers that own or operate more than one facility in the state, each facility must have its own designated resident representative.