



Residents' Council Committees

This handout provides a summary of the roles and responsibilities of Residents' Council Committees within Florida Continuing Care Retirement Communities (CCRCs), as well as an introduction to the Florida Life Care Residents Association (FLiCRA).

1. Authority to Establish Committees

A Residents' Council has the authority to establish and maintain its own governance documents. This includes the power to establish committees, as granted by **Florida Statute 651.081 (2)(a)**.

Observations:

- The number and size of committees vary widely among communities.

2. Common Standing Committees and Their Responsibilities

Committees are vital to CCRCs, supporting and influencing all areas of residents' lives, from buildings and services to cultural experiences and legislative impacts.

Here are some common standing committees and their key functions:

A. Budget & Finance Committee

Mission Statement: To ensure financial transparency and facilitate residents' understanding of the CCRC's financial status and initiatives.

Responsibilities:

- Receive, review, and report on all Financial Disclosures by the CCRC as required by FS651 (Minimum Liquid Reserves, Occupancy, Days Cash on Hand).
- Monitor adherence to other FS651 reporting requirements.
- Encourage financial transparency.
- Report on the CCRC's financial status at Residents' Council meetings.
- Answer residents' financial questions or note them for the next meeting.
- Facilitate understanding of financial results, initiatives, procedures, and controls.
- **Financials:** For more about CCRC finances, see the "Education Module – CCRC Financial Information and Disclosures."

Designated Resident Representative (DRR):

- The DRR is a member of the Budget & Finance Committee.
- To ensure continuity, members should be willing to accept reappointment for up to five consecutive years.
- **Designated Resident Representative (DRR):** For more about the DRR's roles and responsibilities, see the "Education Module – Designated Resident Representative."

B. Facilities Committee

Responsibilities:

- Encourage continuous improvement of safety, security, transportation, environmental, and groundskeeping services.
- Review suggestions for buildings, equipment, and grounds improvements.
- Assist in developing guidelines for facility use.

C. Administrative Services Committee

Responsibilities:

- Review operations and procedures for the Front Desk, Transportation, Security, and Safety.
- Work with appropriate managers to alleviate concerns and improve processes.
- Residents who do not drive should be represented on this committee.

D. Dining Committee

Responsibilities:

- Review Dining Services operations with the Director of Dining.
- Suggest menu changes, service improvements, and special events.
- Solicit and provide resident perspectives on proposed operational changes prior to implementation.
- Gather residents' observations about dining experiences.
- Serve as a proactive, unbiased, and objective communication vehicle to Dining Services.

E. Scholarship Committee

Purpose: Awards scholarships to employees or their family members each Spring.

Responsibilities:

- Solicit donations and plan fundraising events throughout the year.
- Review selection criteria annually.
- Ensure scholarships are advertised.

- Select winners and present them at a Residents' Council meeting.

F. Employee Appreciation Fund Committee

Background: Most facilities prohibit staff from accepting gifts or tips. This fund allows residents to contribute cash, which is then distributed directly to employees, usually once a year.

Responsibilities:

- Establish the yearly goal.
- Announce the start of the annual fund campaign.
- Solicit contributions from residents and/or their financial representatives.
- Report progress at Residents' Council meetings.
- Work with Accounting to identify recipients and prepare distribution instructions.
- Report the results of the fund drive.

G. Activities Committee

Responsibilities:

- Work closely with the Life Enrichment department to engage residents in activities promoting emotional, social, spiritual, physical, and educational wellness.
- Emphasize arts, education, and fitness.
- Provide feedback and ways for residents to get involved.
- Generate ideas for creative activities to help residents maintain a productive life.

H. Library Committee

Responsibilities:

- Publicize the location, hours, and services offered by libraries.
- Return books to their proper places.
- Process new donations.
- Make suggestions to improve library utilization.
- Solicit donations of books or funds.
- Coordinate the circulation of books between facilities.

3. Other Common Committees

Many Residents' Councils also have committees focused on specific areas:

- **Hospitality:** Meet, greet, and welcome new residents; help them find activities; encourage new residents to share ideas with appropriate committees.

- **Resident Ambassadors:** Assigned to new residents (based on proximity and common interests) to help them navigate daily life and take advantage of community offerings.
- **Care & Concerns:** Send cards to residents experiencing life events; visit residents in other facilities on campus or those who move to higher levels of care.
- **Communications & Technology:** Review and make recommendations about information vehicles (flyers, newsletters, etc; provide feedback on communications from all departments; review resident technology (in-house devices, internet, TV channels).
- **Medical & Health Services:** Consider concerns related to healthcare services; study and promote activities for resident health and well-being; suggest presentations by experts; hold support group meetings; identify fundraising opportunities for Health Services projects; encourage volunteering in care units.
- **Legislative:** Work with Life Enrichment to provide informative, non-partisan programs (e.g., candidate forums, local speakers); coordinate with the FLiCRA Chapter (a local chapter member should also be on this committee); check governmental websites for issues affecting seniors and elections; prepare articles for in-house publications; monitor City Council and County Commissioner meetings.

Ad Hoc Committees

These committees meet for special purposes only and are dissolved once their mission is accomplished. The most common are **Nominations and Election Committees**.

4. Introduction to the Florida Life Care Residents Association (FLiCRA)

What is FLiCRA?

- Formed in 1989 by Patrick B. (Pat) Lyons, a resident of Indian River Estates.
- Since its inception, FLiCRA has been responsible for and participated in many legislative efforts benefiting CCRC residents.

Mission Statement: To promote and protect the rights of residents who live in CCRCs.

Why Your Membership Supports FLiCRA's Mission:

- Membership has grown steadily since its inception.
- Produces a Quarterly Newsletter with important information for members.
- Regularly communicates information on legislation affecting members during Florida's legislative session.
- Local Chapters provide vital communication, networking, and monitor providers' conduct.
- Membership dues provide 99% of FLiCRA's funding.

More Information: Visit: FLiCRA.com