

Qalipu First Nation (QFN)

Band Chief Roles and Responsibilities

Background: The Qalipu First Nation Band Council governs through a policy model based on setting governance and operating policies at the Council level. The Band Manager is responsible for the operations of the Band, accomplished through staff and in cooperation with the Band Council. The Council evaluates and plans operational performance through a multi-year strategic planning model.

Mandate: The Chief is elected for a three year term. The Chief and Council are expected to work towards meeting the mandate of the Band as described in the Mission Statement.

Remuneration: The Band Chief is a salaried position. Any appropriate expenses incurred on Band business will be reimbursed, including travel and accommodations.

Council Meetings: The Chief is expected to attend and participate in all Council meetings and official functions. There are six scheduled Council meetings per fiscal year and others may be set as necessary. Chief is expected to be prepared to discuss items on Council agendas. The Chief is the Chairperson for Council Meetings and is responsible for each meeting's agenda and ensuring accurate minutes are recorded through directing dedicated staff. The Chief is responsible for following rules of order and facilitating Council's behaviours during council Meetings. The Chief must act within the Rules and Regulations of Council, including the Code of Ethics and Conflict of Interest policy.

Committee Model: The Chief is de facto Chair of the Executive Committee and meets regularly between Council Meetings.

Constituency: The Chief represents all the members of the Band. The Chief will be responsible for regular communications to Band members on important issues. This is done through a cooperative relationship with the Band Manager and other staff. The Chief will need to be familiar with Band programs and services in order to direct inquiries to appropriate Band staff.

Administrative Responsibilities: As a salaried position, the Chief has high-level administrative responsibilities that are unique as a member of Council. These responsibilities are carried out in full cooperation with staff through the Band Manager. Specific duties will be change throughout the fiscal year depending on the organization's needs. Responsibilities will include aspects of communications, government relations, finance, human resources, program delivery and evaluation.

Decision Making: Chief will ensure that the Band Council works on a consensus building model in which all issues are discussed and all opinions are heard. By-laws exist to define a quorum and majority rules on votes. In addition, the Chief will make sure the Band Council sets policy and strategic direction and is also directly involved in major decisions that significantly affect the direction of the Band's programs and services, financial well-being and good standing.

Responsibilities: Overseeing the integrity and interests of the Band are protected, and to act on behalf of the Council as a whole between regular Council meetings

- Work closely with the Band Manager to provide guidance and direction, to ensure that the QFN vision is being fulfilled and that all approved Plans and policies are being implemented

- Sign all documents on behalf of the full Council as directed by motion of the Council
- Speak on behalf of the Band to external media sources and other agencies and organizations
- Attend public meetings on behalf of the Band
- Work with INAC to ensure that QFN is represented on a regional and national level
- Liaise with the provincial government and other First Nations on matters of interest to QFN
- Maintain the confidentiality of the Band members and protect the privacy and confidentiality of the internal operations and activities of the Band
- Ensure that the terms and conditions of the QFN Agreement in Principle and Amendments are upheld
- Provide leadership that focuses on inter-governmental relationships, encourages open communication, promotes education and capacity building, improves quality of life, and continuously moves the Band toward self-sustainability
- Approve and monitor the implementation of a long term strategic plan
- Approve and monitor the implementation of the annual operating plan and annual budget for the Band
- Ensure that the QFN's bylaws, policies and procedure are upheld
- Ensure that all Council meetings and Annual Meetings are conducted according to established regulations and policies; ensuring that established policies and procedures are followed for calling, conducting and recording Council meetings are followed including following the approved governance manual, ensure all members of Council adhere to the terms of reference for Council, and ensure that Council provide accountable, transparent governance for the Band
- Approve (authorizing/signing) all documents including contracts, annual reports and audit as required to ensure QFN fulfills its legal and reporting obligations
- Ensure that the revenue received by the Band are properly managed and controlled
- Ensure that Band by-laws are consistent with the Indian Act and other applicable federal and provincial regulations
- Ensure that all approved Band Council Resolutions, that were resolved outside of council meetings, are ratified at a duly convened at a Band Council meetings
- Ensure the election process as defined by the QFN Election Code is duly followed
- Ensure all requirements for processing and protecting membership as defined by the Indian Act are followed
- Review and approve in conjunction with Council the Accountability Framework for the Band
- Review and approve in conjunction with Council all policies and procedures for the Band
- Hire and review the performance of the Band Manager
- Support the Band Manager to ensure he/she has the tools and resources to carry out assigned duties including the implementation of approved policies, plans and budget
- Maintain the confidentiality of the Band members and protect the privacy and confidentiality of the internal operations and activities of the Band