

## Qalipu First Nation (QFN)

# Band Vice-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 Vice-Chiefs are elected for a three year term. The Chief, Vice-Chiefs and Council are expected to work towards meeting the mandate of the Band as described in the Mission Statement.

**Remuneration:** The Vice-Chief positions are compensated with a \$7,000 annual honorarium. Any appropriate expenses incurred on Band business will be reimbursed, including travel and accommodations.

**Council Meetings:** The Chief, Vice-Chiefs and all Councillors are 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. Council agendas are full and it will be necessary to allocate preparation time for each meeting.

All members of Council must act within the Rules and Regulations of Council, including the Code of Ethics and Conflict of Interest policy.

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.

In the Chief's absence a Vice-Chief is responsible for the Chief's duties.

**Committee Model:** The Chief is de facto Chair of the Executive Committee and meets regularly between Council Meetings. In the Chief's absence a Vice-Chief is responsible for these duties. Both Vice-Chiefs are members of the Executive Committee.

Each Councillor is required to Chair a Portfolio Committee. Each committee will meet up to six times per year. The committees work with staff to monitor progress towards the Goals set forth in the Strategic Plan and the Business Plan. Chairs of each committee will report regularly to Council on progress towards the Goals. Councillors will work with staff to evaluate and plan Band operations.

**Constituency:** Each Vice-Chief represents the members of the Band in the two regions, east and west. The Vice-Chiefs will be responsible for regular communications to Band members on important issues in their respective regions. This is done through a cooperative relationship with the Band Manager and other staff. The Vice-Chiefs will need to be familiar with Band programs and services in order to direct inquiries to appropriate Band staff.

**Decision Making:** 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.

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. The Band Manager makes operational decisions within budget and policy limitations.