

Qalipu Mi'kmaq First Nation (QMFN)

Band Chief Roles and Responsibilities

Background: The Qalipu Mi'kmaq First Nation Band Council governs through a policy model based on setting governance and operating policies at the Council level. The Chief Executive Officer 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 and all Councillors are expected to attend and participate in all Council meetings and official functions. There are four 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.

The Chief and Councillors 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.

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

Each Councillor is required to Chair a Portfolio Committee. Each committee will meet up to four 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: 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 CEO 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 CEO. 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: 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 Chief Executive Officer makes operational decisions within budget and policy limitations.