

Qalipu Mi'kmaq First Nation (QMFN)

Band Councillor 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: Councillors are elected for a three year term. They are expected to work towards meeting the mandate of the Band as described in the Mission Statement.

Remuneration: Band Councillors act in a voluntary capacity and receive a \$5,000 annual honorarium. Any appropriate expenses incurred on Band business will be reimbursed, including travel and accommodations.

Council Meetings: 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.

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

Portfolio Committee Model: Each Councillor is required to Chair a Portfolio Committee. Each committee will meet up to four times per year. The committees will 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 Councillor will represent the members from their respective Wards at Council meetings. Councillors are required to communicate regularly with members. Councillors 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 Chief Executive Officer makes operational decisions within budget and policy limitations.