

## Terms of Reference

### OVERVIEW

BC First Nations communities have repeatedly and consistently identified the role of the First Nations' Band Managers or Band Administrators (also commonly referred to as Chief Executive Officers or Executive Directors, henceforth in this document referred to as Band Administrators) as being the pivotal position within the political and administrative structure of the First Nation. The role of the Band Administrator is a primary role in communities in hiring, training and deploying First Nation staff and liaising with the elected leadership.

The role of the Band Administrator continues to evolve as First Nations increase their decision-making authority driving the need for knowledge and skills that go beyond the administration of delegated authority over programming. Many First Nations are establishing sophisticated operations to meet the needs of social programming, economic development and other broad powers, all of which are dependent on well trained, high functioning, well supported Band Administrators for success.

The First Nations Public Service Secretariat (FNPSS) is establishing a committee of Band Administrators – the Band Administrators Advisory Committee (“the Committee”) - to guide its work, in recognition of this key role Band Administrators play in their communities and the importance of the advice Band Administrators can provide to the FNPSS.

### MANDATE

To advise the FNPSS on work planning, priorities, and activities. As well, to encourage the sharing of knowledge and best practices on common issues and challenges for BC First Nations Band Administrators and staff (making up the BC First Nation Public Service); act as liaisons between the FNPSS and their communities, by sharing information and providing input to the FNPSS; and promote the FNPSS throughout BC First Nation communities.

On an as needed basis, direct and review research and activities in support of the FNPSS, and to represent the FNPSS at meetings, conferences and events, at the request of FNPSS.

### MEMBERSHIP

Membership is to be comprised of Band Administrators from 6-10 BC First Nations, and one specially designated Program Manager member. The program managed by this unique member should rotate when a new member is appointed to include in turn as many varied program areas as possible (e.g. Education, Economic Development, Social, Health, Natural Resources,

etc). All membership terms will be for 2 years, to be revisited by the committee and the FNPSS at the end of each term, or upon end of employment as Band Administrator. All members must secure and maintain support for their membership from their communities' Chief and Council (and Band Administrator for the Program Manager position) for the duration of their membership term. See list of current members (Annex A).

Other First Nation staff, leadership and community representatives, government officials and/or subject matter experts may be invited to participate and support the Committee. This will occur on an as-required basis.

In-person meetings will be chaired by a BAAC member, with the chair for the subsequent meeting chosen at each meeting. Teleconference or other virtual and/or ad-hoc meetings will be chaired by an FNPSS representative. Meetings and activities will be supported by FNPSS.

#### **MEMBERSHIP CRITERIA**

The following criteria will be used by BAAC and FNPSS when considering new members:

- Members should represent the widest possible geographic representation of BC First Nation communities, as well as varied First Nation community sizes (small, medium, large) in addition to other varying demographics (i.e. age, gender)
- Members must currently be a Band Administrator (or equivalent position) for a BC First Nation, with a minimum of 1 years' experience in the role. (N/A for program manager role, although that role should have a minimum of 6 months experience in their program manager role.)
- Be solution oriented and can confidently speak to and provide guidance and input on all aspects of First Nations operations
- It is not a requirement that a member be First Nation themselves, however preference will be given to those that are and meet all other criteria outlined in this section.

#### **MEMBERS' RESPONSIBILITIES**

Collectively:

- Support the Committee by providing information and updates as needed and attending meetings;
- Encourage the sharing of knowledge and best practices;
- Work collaboratively to build and maintain relationships among members to yield positive outcomes from the work of the committee and any established working groups.

Individually:

- Liaise with their respective communities and disseminate communication of relevant items from the Committee and FNPSS;
- Ensure that action items are completed in a timely manner, including submission of financial claims for pre-approved expenditures;
- On occasion represent FNPSS at meetings, conferences and events (appropriate registration fees, membership fees, etc will be paid by FNPSS);
- Notify FNPSS immediately upon change of employment status as a Band Administrator, changes to contact information, or other changes that could affect their participation on the Committee;
- Other activities as required and upon agreement by the Committee and/or FNPSS.

In addition to the above, all members will agree to and uphold a Code of Conduct Declaration (see Annex B).

If members are perceived to not be fulfilling their responsibilities, including reoccurring absenteeism from meetings, their status as member will be brought forward to the committee for decision by vote and they may be asked to leave the committee.

Other Participants (Guests):

- Attend scheduled teleconference and in-person meetings, as required;
- Provide information and expert advice as required;
- Ensure that meeting materials are made available to the members.

#### **FREQUENCY OF MEETINGS**

Three day long in-person meetings each fiscal year, and up to five virtual 1-2 hour meetings (by teleconference and/or videoconference) to guide work between in-person meetings. Members will also be expected to attend and participate in the FNPSS Annual Conference. The frequency of tele/videoconferences and in-person meetings may be modified in order to address emerging issues and activities.

#### **SECRETARIAT AND SUPPORT**

FNPSS will provide secretariat and support for all Committee meetings and activities, including:

- Preparing agendas, and recording action/decision items;
- Meeting planning and coordination in the form of booking dates for meetings and meeting logistics;

- Arranging for teleconference and/or videoconference for virtual meetings;
- Compiling and distributing agendas, record of decisions and meeting material;
- Maintain Committee contact list and all records relating to the Committee (including forward agenda, areas of focus, work plans, etc);
- Distribute pre/post meeting material to all members and participants;
- Support members' participation in events, meetings and conferences, or other activities when conducted in support of the FNPSS;
- Pre- and post- approval for appropriate expenditures and claims by members;
- Other secretariat support activities as required.

### **COSTS**

Secretarial costs and resources associated with all committee activities will be paid by the FNPSS, in accordance with established financial policies and procedures. All member travel related costs and other expenditures will be covered by the FNPSS, with pre-approval for activities and submission of claims by members in accordance with FNPSS travel claim procedures.

Upon pre-approval by the FNPSS, member conference fees, association dues, and other costs of this nature will be paid by the FNPSS, when incurred in support of FNPSS business and activities.

### **AREAS OF FOCUS**

Areas of focus will be determined by the members and FNPSS and adjusted as need arises. Potential areas of focus for collaboration and work planning will be maintained by the FNPSS Secretariat and updated as required.

Working groups may be established for areas of focus and priority activities, as determined by the Committee and FNPSS, and may include participation by Committee members, FNPSS staff, and other subject-matter experts.

### **COMING INTO EFFECT AND REVIEW**

This version of the Terms of Reference for the Band Administrators Advisory Committee has been endorsed and approved by the Committee members and the FNPSS on June 10, 2019 in West Vancouver, BC.

The Terms of Reference will be reviewed, updated and approved annually, or as needed.

**ANNEX A – LIST OF CURRENT MEMBERS**

NAME	FIRST NATION / ORGANIZATION	REGION
Barbara Stevens	Skidegate Indian Band	North Coast
Laura Antoine	Coldwater Indian Band	Thompson Okanagan
Collette Sunday	Upper Nicola Band	Thompson Okanagan
Tania Brewers	Tobacco Plains Indian Band	Kootenay
Diane McRae	Gitksan Government Commission	North Coast
Deborah Martelluzzi	Kwikwetlem First Nation	Lower Mainland South
Ernest Armann (Program Manager)	Lillooet Tribal Council	Lower Mainland South

*Please note: Regions are defined according to British Columbia Assembly of First Nations (BC AFN)*

**ANNEX B – CODE OF CONDUCT DECLARATION**

I agree that I will adhere to the following principles and responsibilities governing my professional and ethical conduct.

To the best of my knowledge and ability:

1. I will comply with the Terms of Reference for the Band Administrators’ Advisory Committee and any other applicable policies or procedures.
2. I will act with honesty, good faith and in the best interests of the First Nations Public Service Secretariat and the First Nations Summit.
3. I will exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances.
4. I will avoid any real, potential or perceived conflicts of interests.
5. I will act with due care, competence and diligence, without misrepresenting material facts or allowing my independent judgement to be compromised.
6. I will respect the confidentiality of information acquired in the course of my work or service except when authorized to do so in the performance of my duties or am otherwise legally obligated to disclose.
7. I will ensure responsible use of and control over all FNPSS assets and resources entrusted to me.
8. I will be accountable for adhering to this declaration.

Declaration of Understanding

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Print Name

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Signature

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Date