

# **Missanabie Cree First Nation**



## **Committee Policy**

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**Approved by Chief and Council  
November 2, 2019**

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## **Dates of Acceptance and Amendment**

This MCFN Committees Policy has been duly accepted with amendments by a quorum of the Missanabie Cree First Nation Council, this, 3rd Day, of November, 2019, by Motion # 19.11.02.06.

## **1. Authority of Leadership**

As elected leaders, MCFN Chief and Council have the authority to establish and dissolve a committee.

## **2. Term**

The Term of Office of the Committee and Committee members shall be based on the mandate of the Committee as established by Chief and Council, or according to the policy from which their mandate is derived.

## **3. Conduct**

Each committee shall undertake their responsibilities in accordance with the mandate of the committee.

## **4. Composition of Committees**

The number of members appointed to a committee shall be based on the Terms of Reference for each committee or as stated in the relevant policy or code.

## **5. Council Liaison**

5.1. MCFN Chief and Council shall appoint a council member to act as Liaison between the committee and Council.

5.2. The position of Liaison shall be non-voting.

## **6. Selection Process**

6.1. Advertisement requesting new committee members shall be posted to the MCFN newsletter, official website and social media.

6.2. The advertisement must contain:

- a. Name and Mandate of Committee.
- b. Deadline for submissions.
- c. Expectations and Commitment of Committee Members.
- d. Request for written applications by interested member.

6.3. Written applications shall be submitted to the Band Administrator and must contain:

- a. Name and contact information.
- b. Demonstrated commitment and desire to participate as well as a summary of relevant knowledge, education and/or experience unique to the responsibility of the specific committee.
- c. Identification of special notes, e.g., availability, travel limitations, etc.

6.4. MCFN Chief and Council shall review all applications as submitted by the Band Administrator, and shall appoint committee members through a motion of MCFN Chief and Council.

6.5. The following criteria will guide the selection and appointing of committee members:

- a. Committee candidates wishing to sit on a particular committee should demonstrate their education and/or experience unique to the responsibility of the committee to which they are applying.
- b. The MCFN Chief and Council shall strive to appoint a balance of gendered members on Committees of Council.

- c. The MCFN Chief and Council shall strive to appoint a balance of elders and youth on Committees of Council.
  - d. Candidates with greater experience in issues related to the role of the committee will be given first priority. Those with greater experience in the mandate of the Committee will be prioritized.
  - e. In order to encourage participation by as many members as possible, candidates not already participating on another committee(s) may be given preference.
  - f. A quorum of committee members must be Missanabie Cree First Nation members and/or demonstrate family ties to the First Nation.
- 6.6. Committee members will be notified of the status of their request by the Band Administrator in a timely fashion.
- 6.7. The Band Administrator or its delegates will provide successful candidates with a binder containing key information pertaining to the committee they will be representing.

## **7. Guidelines for Selection**

The following criteria will guide the selection and appointing of committee members:

- a. Committee candidates wishing to sit on a particular committee should demonstrate their education and/or experience unique to the responsibility of the committee to which they are applying.
- b. The MCFN Chief and Council shall strive to appoint a balance of male and female members on Committees of Council.
- c. The MCFN Chief and Council shall strive to appoint a balance of elders and youth on Committees of Council.
- d. Candidates with greater experience in issues related to the role of the committee will be given first priority. Those with greater experience in the mandate of the Committee will be prioritized.
- e. In order to encourage participation by as many members as possible, candidates not already participating on another committee may be given preference.
- f. A quorum of MCFN committee members must be of Missanabie Cree First Nation and/or demonstrate family ties to the First Nation.

## **8. Approval/Amendment**

- 8.1 This policy shall come into effect on the date it has been approved by a quorum of Chief and Council.
- 8.2 Amendments to this policy shall be approved by a quorum of Chief and Council.