

# **ROLES AND RESPONSIBILITIES COUNCIL AND ADMINISTRATION**

**February 18, 2014**



**ANISHINAABEG OF NAONGASHIING**

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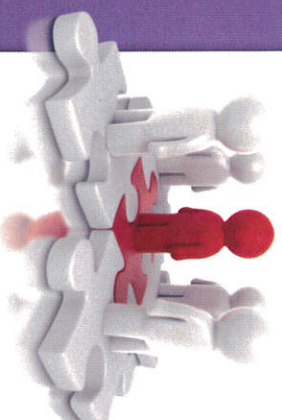
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## Chief and Council / Administration Relationship



### Chief and Council

- Manages Council business
- Make sound decisions
- Sets strategic direction
- Ensures financial viability
- Enhances and protects community assets
- Ensures business is conducted responsibly
- Considers community's values and needs
- Trustees of the community's interests
- Accountable to membership

### Administration

- Manages the FN's business
- Responsibility for staff
- Operation policies
- Community relations
- Implements the strategic plan
- Deals with practical and day to day issues
- Programs and services
- Accountability and transparency

## Guiding Principles / Values

|                        |  |
|------------------------|--|
| <b>Available</b>       | We are there when we are needed; we are accountable and always let others know where we can be found   |
| <b>Compassion</b>      | We care for each other; we are empathetic; we do not enable or pity; we encourage self-sufficiency   |
| <b>Confidentiality</b> | We keep information private where appropriate; we abide by the Privacy Act   |
| <b>Honesty</b>         | We are truthful and factual  |
| <b>Information</b>     | We share knowledge; we provide information in a timely way   |
| <b>Integrity</b>       | We avoid conflicts of interest; we do not listen to here say; we do not gossip; we do not speak behind each other's backs  |
| <b>Listening</b>       | We hear other people's thoughts, needs, concerns; we listen to both sides when there is an issue; we do not text when others are speaking; we are attentive; when we listen we hear what we are being told   |
| <b>Professionalism</b> | We leave our personal feelings out of our work; we separate our personal issues from work;   |
| <b>Respect</b>         | We show kindness; we do not interrupting; we are non-judgmental  |
| <b>Responsibility</b>  | We adhere to legal obligations and our positions of trust; we are accountable and responsible for our actions  |
| <b>Safety</b>          | We protect the safety of our staff, management, Chief, and Council; we support the right of people to speak up in a respectful way; we protect the physical safety of everyone; we ensure and promote a health workplace to ensure the emotional and mental safety of staff, management, Chief, and Council. |
| <b>Teamwork</b>        | We work together to find solutions to problems; we speak with one voice on all items; we watch each other's back   |
| <b>Trust</b>           | What we say is confidential and not misinterpreted; we do what we say we will do   |



## Division of Roles and Responsibilities

| Activity   | Chief and Council | Administration |
|--|-------------------|----------------|
| Cheque requisition approvals                                   |                   | X              |
| Requests for time off  |                   | X              |
| Preparing budgets  |                   | X              |
| Approving budgets  | X                 |                |
| Preparing workplans  |                   | X              |
| Approving workplans  | X                 |                |
| Community requests   |                   | X              |
| Off-reserve requests   |                   | X              |
| Developing job descriptions                                    |                   | X              |
| Approving job descriptions                                     | X                 |                |
| Calling community meetings                                     | X                 |                |
| Calling staff and supervisory meetings                         |                   | X              |
| Community gatherings   | X                 |                |
| Signing funding agreements and contracts                       | X                 |                |
| Community complaints and appeals                               |                   | X              |
| Staff complaints and appeals                                   |                   | X              |
| Approving expenditures which are outside budget and policy     | X                 |                |
| Capital projects approvals                                     | X                 |                |
| Travel requests by staff                                       |                   | X              |
| Lobbying   | X                 |                |
| Direct deposits  |                   | X              |
| Outstanding reports from funding agencies                      |                   | X              |
| Audit preparation and interactions with auditor                |                   | X              |
| Sign off on audits   | X                 |                |
| Staff performance evaluations                                  |                   | X              |
| Recommendations on staff salaries                              |                   | X              |
| Staff salary levels approvals                                  | X                 |                |
| Office closures (e.g. funerals, non-statutory, cultural, etc.) | X                 |                |
| Equal and fair treatment of members in allocating services     |                   | X              |

| Activity   | Chief and Council | Administration |
|--|-------------------|----------------|
| Hiring of management   | X                 |                |
| Hiring of staff - up to a certain level as dictated by the policy            |                   | X              |
| Hiring of contractors not in the budget                                      | X                 |                |
| Hiring of contractors within the budget                                      |                   | X              |
| Orientation process for construction contractors working on capital projects |                   | X              |
| Whistleblower contact and safety (the Policy needs additional work)          | ????              | ????           |
| Prepare revisions to Codes   |                   | X              |
| Review and gain approval of revisions to Codes with the Community            | X                 |                |
| Sign off revisions to Codes  | X                 |                |
| Implementation of Codes  |                   | X              |
| Approval of construction timesheets  |                   | X              |
| Day to day decisions on employee performance and adherence to policies       |                   | X              |