

**NOGDAWINDAMIN FAMILY & COMMUNITY SERVICES
ELDER AND YOUTH REPRESENTATIVES
TERMS OF REFERENCE**

Position:

Elder Representative.

Purpose:

The Elder Representative is intended to support cultural inclusivity within the Board of Directors, and the role represents embodiment of the Seven Grandfather Teachings. The Elder Representative will take part in Board of Director proceedings and events, providing cultural and experiential knowledge relevant to discussion. The Elder Representative may suggest direction in terms of the course of action of the Board of Directors as a body entity. The Elder Representative role is also intended to represent the issues and concerns of the life stage. The Elder Representative will ensure the Board of Directors proceedings function in accordance with cultural protocol.

Relationship to the Board of Directors:

The Elder Representative is a participant in Board of Director proceedings and events.

Authority:

The Elder Representative is a full voting participant of Board of Director proceedings. The Elder Representative will take part within in-camera contexts. The Elder Representative has no financial authority and does not contribute to quorum of scheduled meetings. The Elder Representative may not speak in public or private forums on behalf of the Board of Directors without prior motion and permission.

Accountability:

The Elder Representative is accountable to Agency local directors and the Board Executive Committee.

Code of Conduct:

The Elder Representative will always conduct themselves in a manner that:

1. Supports the objectives of the Agency.
2. Serves the overall best interests of the Agency rather than any one community.
3. Brings credibility and goodwill to the Agency.
4. Respects principles of fair play and due process.
5. Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances.
6. Respects and considers diverse and opposing viewpoints.
7. Demonstrates good faith, prudent judgement, honesty, transparency, and openness in their activities on behalf of the Agency.
8. Ensures that attendance and punctuality at Board of Director proceedings is maintained, respecting the time contributions of Directors.
9. Avoids real or perceived conflicts of interest.
10. Conforms to this code of conduct.
11. Publicly demonstrates acceptance, respect and support for decisions and recommendations made through the governance structure.

Conflict of Interest:

The Elder Representative will always act in the best interests of the Agency, rather than individual or community interests. The Elder Representative will perform their duties in such a manner that promotes Board of Director confidence and reinforces trust in the integrity, objectivity, and impartiality of the Board.

The Elder Representative will serve without remuneration. The Elder Representative will not directly or indirectly receive any profit from the position.

Conflict of interest will be identified by the Elder Representative without delay upon recognition. Board of Director documentation will be reviewed by the Chief Executive Officer for perceived conflict of interest.

Selection:

At the first Board of Directors meeting following the Annual General Meeting the Board may appoint an Elder Representative by resolution.

Human Resources will offer the position to the identified candidate. If declined, a secondary appointee may be approached. Once the Elder Representative position is accepted by a successful candidate, orientation will occur facilitated by local directors and the Executive Assistant.

Remuneration:

The Elder Representative will not receive remuneration for acting within role. The Elder Representative may be reimbursed for reasonable expenses incurred while fulfilling duties as a director.

Equivalent Representation:

Where the position of Elder Representative is not renewed and the selection process occurs, the selection committee will consider the affiliation of the Director At-Large, the affiliation of the Youth Representative, and the affiliation of the former Elder Representative so that no single North Shore First Nation affiliation is predominant or consistently predominant over multiple terms. Where possible within the selection process affiliation will be represented equally across all North Shore First Nations given successive Elder Representatives.

Term:

The position of Elder Representative terminates at the Annual General Meeting following selection and will be tabled at the first Board of Director's meeting following the Annual General Meeting. The position may be renewed annually in accordance with Board of Directors decision.

Evaluation:

The Elder Representative will be interviewed by Agency local directors thirty (30) days prior to the Annual General Meeting and be asked to comment on their experience and the general functioning of the Board of Directors over the previous year. The transcript of this interview may be made available to Directors within the first meeting following the Annual General Meeting at the discretion of local directors.

Position:

Youth Representative.

Purpose:

The Youth Representative is intended to support cultural inclusivity within the Board of Directors, and the role is intended to maintain the presence of the cycle of life and how children and youth are gifts of the Creator. The Youth Representative will take part in Board of Director proceedings and events, providing experiential and generational knowledge relevant to discussion. The Youth Representative may suggest direction in terms of the course of action of the Board of Directors as a body entity. The Youth Representative role is also intended to represent the issues and concerns of the life stage. The Youth Representative, where possible and feasible, should speak to youth engagement within service provision.

Relationship to the Board of Directors:

The Youth Representative is a participant in Board of Director proceedings and events.

Authority:

The Youth Representative is a full voting participant of Board of Director proceedings. The Youth Representative will take part within in-camera contexts. The Youth Representative has no financial authority and does not contribute to quorum of scheduled meetings. The Youth Representative may not speak in public or private forums on behalf of the Board of Directors without prior motion and permission.

Accountability:

The Youth Representative is accountable to Agency local directors and the Board Executive Committee.

Code of Conduct:

The Youth Representative will always conduct themselves in a manner that:

1. Supports the objectives of the Agency.
2. Serves the overall best interests of the Agency rather than any one community.
3. Brings credibility and goodwill to the Agency.
4. Respects principles of fair play and due process.
5. Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances.
6. Respects and considers diverse and opposing viewpoints.
7. Demonstrates good faith, prudent judgement, honesty, transparency, and openness in their activities on behalf of the Agency.
8. Ensures that attendance and punctuality at Board of Director proceedings is maintained, respecting the time contributions of Directors.
9. Avoids real or perceived conflicts of interest.
10. Conforms to this code of conduct.
11. Publicly demonstrates acceptance, respect and support for decisions and recommendations made through the governance structure.

Conflict of Interest:

The Youth Representative will always act in the best interests of the Agency, rather than individual or community interests. The Youth Representative will perform their duties in such a manner that promotes Board of Director confidence and reinforces trust in the integrity, objectivity, and impartiality of the Board.

The Youth Representative will serve without remuneration. The Youth Representative will not directly or indirectly receive any profit from the position.

Conflict of interest will be identified by the Youth Representative without delay upon recognition. Board of Director documentation will be reviewed by the Chief Executive Officer for perceived conflict of interest.

Selection:

At the first Board of Directors meeting following the Annual General Meeting the Board may appoint a Youth Representative by resolution.

Human Resources will offer the position to the identified candidate. If declined, a secondary appointee may be approached. Once the Youth Representative position is accepted by a successful candidate, orientation will occur facilitated by local directors and the Executive Assistant.

Remuneration:

The Youth Representative will not receive remuneration for acting within role. The Youth Representative may be reimbursed for reasonable expenses incurred while fulfilling duties as a director.

Equivalent Representation:

Where the position of Youth Representative is not renewed and the selection process occurs, the selection committee will consider the affiliation of the Director At-Large, the affiliation of the Elder Representative, and the affiliation of the former Youth Representative so that no single North Shore First Nation affiliation is predominant or consistently predominant over multiple terms. Where possible within the selection process affiliation will be represented equally across all North Shore First Nations given successive Youth Representatives.

Term:

The position of Youth Representative terminates at the Annual General Meeting following selection and will be tabled at the first Board of Director's meeting following the Annual General Meeting. The position may be renewed annually in accordance with Board of Directors decision.

Evaluation:

The Youth Representative will be interviewed by Agency local directors thirty (30) days prior to the Annual General Meeting and be asked to comment on their experience and the general functioning of the Board of Directors over the previous year. The transcript of this interview may be made available to Directors within the first meeting following the Annual General Meeting at the discretion of local directors.