

CHAMPAGNE AND AISHIHIK FIRST NATIONS BOARDS AND COMMITTEES POLICY

SCOPE First Nations Council, departments, CAFN boards and committees, and CAFN Boards and Committees Selection Committee

PURPOSE

- To ensure representation by CAFN membership on all boards and committees CAFN Council is responsible for making appointments to (both internal and external to CAFN).
- To ensure timely appointments are made based on informed decisions by CAFN Council.
- To establish procedures for administering appointments to boards and committees.
- To establish and define the role of the CAFN Boards and Committees Selection Committee.
- To establish provisions for payment of honoraria to appointees on internal CAFN boards and committees (rates outlined in schedule A). CAFN staff members who are appointed to a board or committee in an official capacity as a government representative are not eligible to receive honoraria under this policy.

POLICY

Champagne and Aishihik First Nations is responsible for appointing representatives to a wide range of boards and committees and should do so in a timely, consistent manner. Representatives on boards and committees administered by CAFN should also be compensated in an equitable fashion.

CAFN Council is responsible for:

- Appointments to boards and committees;
- Establishment of new boards and committees;
- Honorarium rates for boards and committees and the category to which boards and committees are assigned;
- Any proposed changes to honorarium rates and other reimbursements under this policy; and
- Any exceptions to this policy.

CAFN Secretariat Department (*Communications Officer*) is responsible for:

- Identifying vacancies,
- Coordinating and participating in meetings of the Selection Committee in order to provide recommendations for appointments;
- Ensuring effective public communication of vacancies;
- Making recommendations to CAFN Council on assigning boards and committees to categories based on their responsibilities;
- Recommending revisions to the membership and/or mandates of existing committees and honorarium rates;
- Where not otherwise provided for, ensuring that members of boards and committees are provided with appropriate orientation;
- Updating information on the list of current board and committee appointments;
- Developing policy and making recommendations to CAFN Council on general boards and committees policy matters;
- Advertising, press releases and other communications issues relating to boards and committees;
- Keeping the schedules to this policy up to date and submitting, if changed, a revised schedule to CAFN Council once a year for its review;
- Publishing a directory/lists of current Board and Committee appointments every year and making it available to CAFN citizens;
- Advertising at least twice annually (spring and fall) in newspapers to seek boards and committees nominations, listing the boards and committees with anticipated vacancies;
- Advertising board and committee vacancies as needed via the CAFN newsletter and website; and
- Establishing and coordinating a CAFN Boards and Committees Selection Committee consisting of: the Communications Officer, Human Resources Manager, and the director (or the director's designate) from the department related to the board or committee.

CAFN Departments are responsible for;

- Advising CAFN Secretariat of vacancies immediately (i.e. resignations and expiring terms);
- Assisting in advertising for boards and committees specific to the department;
- Providing training for appointees to boards and committees specific to the department;
- Participating on the Selection Committee when appointments are needed to boards and committees specific to the department; and
- Submitting recommendations for the establishment of new boards and committees, with consideration to financial resources, long-term cost implications, cost effectiveness and whether objectives could be met through current boards and committees.

CAFN Boards and Committees Selection Committee is responsible for:

- Reviewing all applications/nominations for appointments to boards and committees.
- Forwarding a table listing and ranking all nominees/applicants to Chief and Council with one recommended appointee based on the following criteria: 1) personal experience and education, 2) board experience, 3) number of years on the board/committee, 4) number of boards/committees they currently serve on, 5) availability to attend meetings, 6) conflict of interest (none), and 7) accountability. Second and third choices for appointees should also be indicated.

SCHEDULE OF HONORARIA RATES & CATEGORIES