

CHAMPAGNE and AISHIHIK FIRST NATIONS

Identification: Elders and Governance Officer

Department: Governance

Supervisor: Director of Governance

Date: July 16, 2021

Wage Level: 7

Status: Regular Full-time

A. Job Summary:

Under the direction of the Director of Governance, this position provides support to the Elders Senate and its Executive. This position also administers CAFN's Citizen Enrollment process and acts as the Clerk of the Registrar of Laws, Clerk of the Central Registry, Enrollment Registrar, and Constitutional Registrar for CAFN. This position also coordinates CAFN's boards and committees' appointment process, and performs other related Governance support duties as required.

B. Main Duties:

1. Provides coordination and administrative support to the Elders Senate, and its Executive by:
 - coordinating all meetings of the Elders Senate, and its Executive;
 - booking venues for the Elders Senate and its Executive meetings;
 - ensuring meeting minutes are completed and distributed in a timely manner;
 - preparing honoraria and travel claims for meetings of the Elders Senate, and its Executive;
 - monitoring budgets and maintaining record of expenses of the Elders Senate and its Executive;
 - maintaining accurate files and records of all activities;
 - ensuring procedure documents (e.g. The Rules of Procedure for the Elders Senate) are up to date and revised when required;
 - processing correspondence to and from the Elders Senate and its Executive; and
 - performing all other related duties regarding Elders Senate and its Executive Meetings.

2. Administer Citizen Enrollment in keeping with the Äghàaġān Enrollment Act by:
 - processing application forms and , Transfer in/out applications;
 - presenting applications to Council for review as required;
 - publishing the eligibility criteria and any other information required to apply for enrollment or re-enrollment, as require;
 - updating and requesting any Citizen's changes of address through notifications via emails, newsletters, word of mouth, general assemblies, internal communications, etc.;
 - ensuring the Citizen enrollment files and databases are maintained and updated, this includes change of addresses, birth/death revisions; transfers, etc.;
 - providing internal support to CAFN department by providing and generating population statistical data, addresses and mailing labels, listings, etc. when required, as authorized by the Director;
 - keeping confidential all information provided by and about applicants for enrollment or re-enrollment, in accordance with the regulations under the Enrollment Act and any related laws, policies and procedures; and
 - reviewing and recommending updates to the Enrollment Act as required.

3. Act as the Clerk of the Registrar of Laws, Clerk of the Central Registry, Enrollment Registrar, and Constitutional Registrar for CAFN by:
 - attaching CAFN seal to the last page of the original and certified true copy of all laws passed following third reading;
 - storing the original copy of all laws + title + page + legislative history sheet in a fire safe file cabinet;
 - keeping a certified true copy of all laws for public copying and distribution;
 - keeping electronic copy of all current laws in files and saved to CAFN all staff drive;
 - ensuring that notice is provided to Citizens when a law is passed;
 - ensuring all CAFN laws are placed on the CAFN website; and
 - keeping the official copy of the CAFN Constitution and Citizenship List.

4. Coordinates all aspects of CAFN's Boards and Committees selection process, both internal and external, including:
 - recruiting for board and committee vacancies through advertising and other communication;
 - receiving, processing and maintaining records of all applications;
 - preparing all board and committee application screening forms and presenting them at regularly scheduled Council meetings;
 - drafting board and committee appointment and nomination letters on behalf of Chief and Council;
 - updating and publishing a directory/list of current Board and Committee appointments every year and making it available to CAFN Citizens, CAFN Council and CAFN Employees; and
 - reviewing and revising Boards and Committee Policy, as required.

5. Performs other related duties as required.

C. Job Knowledge and Skills:

Education and Experience

Experience working with Elders and First Nations Citizens and specialized computer data training pertaining to population registry and enrollment would be an asset. A diploma in business administration or public administration would also be an asset. An equivalent combination of training and experience will also be considered.

Job Knowledge

Knowledge of CAFN history, culture, demographics, goals and aspirations

Knowledge of database management systems

Knowledge of the legislative process

Management Skills

Ability to meet critical deadlines.

Ability to organize and prioritize tasks

Ability to problem solve

Specific Skills

Ability to use computers and other communication tools such as Microsoft Office

Ability to research, analyze, and synthesize a wide variety of documents and information

Ability to gather and connect information

Ability to research and analyze data

Interpersonal Skills

Ability to relate to and work with First Nations Elders

Ability to work independently with minimal supervision

Possess good written and verbal communication skills

- Ability to work in a team environment
- Ability to gain cooperation of others in resolving problems
- Ability to deal effectively with officials from outside the organization
- Ability to foster trust and acceptance at the community level

D. Decision Making:

This position receives direction from the Director of the Governance. Problems will be of a recurring nature in most instances.

E. Impact/Accountability:

This position acts as the Law Clerk Registrar, Central Registrar, Enrollment Registrar and Constitutional Registrar for CAFN and performance effects the ability of CAFN to enact binding legislation. The work of this position also provides information and expertise to assist staff, Citizens and the organization.

F. Positions Supervised:

None

G. Working Conditions:

This position is located in a normal office environment with requirement to travel to Whitehorse CAFN office and CAFN communities. There may be some need to work overtime evenings or weekends to meet Citizen, Council and program needs.

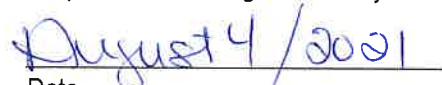
H. Conditions of Employment

- A valid Yukon Class 5 driver's license
- Clear Criminal Record Check
- Willingness to work evenings and/or weekends, as required
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.



 Director of Governance



 Date



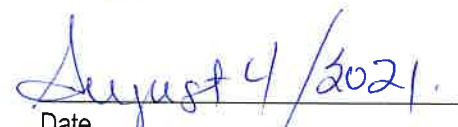
 Director of Human Resources



 Date



 Senior Director of Government Services



 Date

 Employee

 Date

