



MUSQUEAM INDIAN BAND CHIEF COUNCILLOR TERMS OF REFERENCE

The Musqueam Indian Band is transitioning to a new governance model to reflect its cultural values and these terms of reference indicate the goals for the functioning of the Chief Councillor position when the transition is complete.

These Terms of Reference were approved by Council and they will be made public so that the Community can understand what Council is attempting to achieve.

1. ACCOUNTABILITY

The Chief Councillor is accountable to members of the “family”.

2. ROLE

The role of Chief Councillor requires a commitment equivalent to a full-time position with remuneration paid by the Musqueam Indian Band (Band). As a result, the Chief Councillor has duties and responsibilities over and above that of other Councillors.

3. RESPONSIBILITIES

3.1 General Council Activities

The Chief Councillor shall:

- a) Collaborate with Council in developing policies and actions that uphold and promote the purposes of the Band;
- b) Participate in and foster activities that enhance the economic, social and environmental wellbeing of the Band and its members;
- c) Faithfully represent and advocate for the Band;
- d) Represent and attend negotiation meetings for the Band with external parties in accordance with direction and instruction from Council;
- e) Participate in all opportunities to promote the Band locally, nationally and internationally;
- f) Collaborate with the Family Heads on their areas of responsibility; and
- g) Report monthly to Council on the activities undertaken on behalf of the Band.

3.2 Council and General Band Meetings

In addition to the responsibilities of a Councillor, the Chief Councillor shall:

- a) Chair all regularly scheduled Council and General Band meetings;
- b) Delegate the responsibility to chair a Council or General Band meeting to the Full-Time Councillor if circumstances occur where missing a meeting is unavoidable;
- c) Deal effectively with dissent and work constructively towards arriving at decisions and achieving consensus;

- d) Encourage all Council members to ask questions and express their viewpoints during Council meetings; and
- e) Cast the deciding vote in the event of a tied vote at Council meetings.

3.3 Communications

The Chief Councillor shall:

- a) Be the official voice for the collective decisions of Council; delivery of key messages, announcements and press releases to the general public;
- b) Attend and represent the Band at Chiefs meetings, conferences, summits, and events as requested by Council;
- c) Be responsible and accountable for maintaining relationships with external organizations; and
- d) Be the official spokesperson for the Band in collaboration with the Protocol and Communications Office and when necessary, external communication consultants as approved by Council, to ensure the proper preparation, coordination, timing and dissemination of public information to meet the specific circumstances and goals of Council.

3.4 Committees of Council

The Chief Councillor is an ex officio member of all Committees of Council where they are not formally appointed as a member. Where the Chief Councillor is an ex officio member of a Committee of Council, the Chief is not counted in establishing quorum and does not vote.

3.5 Relationship to Administration

The Chief Councillor should report all matters of membership concern or issues that have been brought to his attention to the CAO and/or Family Head.

The Chief Councillor must respect the organizational structure and not take part in the day to day administration of the Band. The Chief Councillor has no authority to direct any staff member.

The Chief Councillor will not engage in behaviour that disparages any member of administration.

The Chief Councillor does not engage on an ad hoc basis with internal groups; this is a public administrative responsibility.