



## **MUSQUEAM INDIAN BAND FULL-TIME COUNCILLOR TERMS OF REFERENCE**

The Musqueam Indian Band is transitioning to a new governance model to reflect its cultural values. These terms of reference indicate the goals for the functioning of the Full-Time 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**

Full-time Councillors are accountable to members of the “family”.

### **2. ROLE**

The role of Full-Time Councillor (Internal Affairs and External Affairs) are appointed by Council and are paid positions of the Musqueam Indian Band (Band).\* As a result, the Full-Time Councillors have duties and responsibilities over and above that of other Councillors.

### **3. RESPONSIBILITIES**

#### **3.1 General Council Activities**

Working with the Chief Councillor, the Full-Time Councillors 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) Participate in all opportunities to promote the Band locally, nationally and internationally;
- e) Chair General Band meetings when the Chief Councillor is unavailable to attend; and
- f) Report monthly to Council on the activities undertaken on behalf of the Band.

#### **3.2 Council Meetings**

When the Chief Councillor is unavailable to attend a Council meeting, one of the Full-Time Councillors will chair the meeting and shall:

- a) Deal effectively with dissent and work constructively towards arriving at decisions and achieving consensus;
- b) Encourage all Council members to ask questions and express their viewpoints during Council meetings; and
- c) Cast the deciding vote in the event of a tied vote of Councillors.

### **3.3 Relationship to Administration**

The Full-Time Councillor should report all matters of membership concerns or issues that have been brought to their attention to the CAO and/or Family Head.

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

The Full-Time Councillor will not engage in behaviour that disparages any member of administration.

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

\* Indicates that a policy and/or procedure is to be developed.