



**Battlefords Agency Tribal Chiefs
(BATC)**

**Administrative Structure and
Functional Roles**

PURPOSE

The Purpose of this Policy is to set out the administrative functions of BATC.

VISION STATEMENT

A strong and vibrant First Nation organization evolving to assist, enhance and promote First Nation entities and its peoples based on the spirit and intent of our Treaties.

MISSION STATEMENT

BATC is committed to being a leader and an advocate for the delivery of quality services for the sustainability, self-sufficiency and autonomy of our First Nation membership.

GUIDING PRINCIPLES

- To protect the governing jurisdiction of the First Nations.
- To speak and act as a common voice on matters of mutual interest.
- To promote and protect the Treaties and basic rights of First Nations people.
- To develop policies and programs which promote and protect the common interest of the BATC First Nations.
- To promote and protect First Nation self-determination and self-government.

VALUES

The following values guide the way in which we make decisions and take action. They provide us with a common identity which forms our desired organizational culture.

- Respect
- Accountability
- Transparency
- Cooperation
- Integrity

A. RESPONSIBILITIES OF THE BATC TRIBAL CHAIRPERSON/CHIEF & SENIOR STAFF

1. Tribal Chairperson/Chief

Until such time as an election process is developed and approved by the Executive Council and by the General Assembly, the following shall guide the role and function of the Tribal Chairperson/Chief.

Executive Functions: Develop, implement and maintain strategies which promote a strong identity of the BATC, First Nations membership, BATC affiliate organizations to the public, external organizations, governments, communities, contributors and employees.

The Tribal Chairperson/Chief will represent the BATC vision, mission, goals and objectives with government, communities, media, internal & external organizations, BATC Boards and Chiefs Committees and external boards as appointed.

Management Functions: Ensure that the BATC maintains transparency and accountability in all aspects of the organization to the First Nations membership, general public and all levels of governments. The Tribal Chairperson/Chief shall report on political issues affecting BATC and the member First Nations.

Portfolios: The following, without limitation, are to be discussed and agreed upon by the Tribal Chairperson/Chief and the Executive Council for assuming roles and responsibilities within the BATC:

- Economic Development;
- Education, Training & Employment (SITAG, Headstart & Daycare);
- Treasury, Finance, Human Resources;
- Gaming, First Nations Trust & CDC (Casino Project);
- Health & Social Development;

- Capital O & M;
- Justice;
- Sports Culture & Recreation;
- Urban Programming;
- Indian Child and Family Services;
- Band Governance;
- Lands & Resources.

2. Executive Director

The Executive Director will be supervised by the Tribal Chairperson/Chief and shall report directly to the Tribal Chairperson/Chief. In addition, the Executive Director shall provide brief reports to individual Chiefs as requested. The Executive Director shall undertake. Without limitation, the following responsibilities:

- Supervising the staff of BATC;
- Liaising with other Tribal Councils and bureaucratic levels of government;
- report on operational and administrative issues affecting BATC and the member First Nations;
- And such other duties as specifically outlined in the job description approved by Executive Council.

3. Senior Staff

The Executive Director and senior staff will be governed by the following policies, as approved and amended by Executive Council:

- Finance and Administrative Policy;
- Personnel Policy;
- Structure and Functional Roles;
- Any other policies developed by Executive Council.

B. CONDUCT OF EXECUTIVE COUNCIL

In addition to monthly regular meetings of Executive Council, either of the Tribal Chairperson/Chief or any (2) Chiefs may call for a special meeting of the Executive Council in accordance with the Convention Act. In the case where the two (2) Chiefs call for a special meeting, which shall be by way of letter, they shall do so in coordination with the Tribal Chairperson/Chief.

QUORUM

A quorum of any meeting of the Executive Council shall consist of () a simple majority of Chiefs or duly authorized delegates of the member First Nations. A duly authorized delegate must have authorization by way of letter signed by the respective First Nation Chief.

ORDER OF MEETINGS

The Tribal Chairperson/Chief shall preside as Chairperson of the Executive Council meetings. In his/her absence those Chiefs constituting a quorum shall select a Chairperson from among those Chiefs in attendance. Minutes of the Executive Council shall be recorded by a duly authorized person.

The Tribal Chairperson/Chief also retains the prerogative to call upon the Executive Director or other staff to speak to an issue or make presentations within the Executive Council.

The Executive Council shall entertain motions or resolutions if moved and seconded by a Chief or duly authorized delegate of a member First Nation. Motions and Resolutions will require support from a simple majority of those attending the Executive Council meeting for the item to be deemed passed.

The Executive Council shall adjourn on a motion moved by a First Nation Chief or duly authorized delegate.

TRANSPARENCY

Minutes of Executive Council may be viewed by any duly elected Band Council member of a member First Nation at the BATC office upon written confirmation being provided by the respective First Nation Chief.

AUTHORITY

The Executive Council shall have final approval on all matters related to:

- Expenditures of BATC funds;
- Management of BATC programs;
- Formulation, execution and amendments of BATC policies, procedures and regulations;
- All staffing issues.

ANNUAL GENERAL MEETINGS (AGM)

The BATC shall undertake to hold an Annual General Meeting in the fall of each year. The AGM shall deal with the following orders of business unless otherwise agreed to by the Executive Council.

- Annual Audit of the BATC;
- Annual Report of the BATC;
- Reports of program/portfolio areas;
- Resolutions;
- Any other matters as determined by Executive Council.

ANNUAL CHIEFS' RETREAT

The BATC Tribal Chiefs shall undertake to hold an Annual Retreat of the BATC Forum during the winter months each year. The annual retreat shall deal with the following orders of business:

- Presentation and approval of work plans;
- Presentation and approval of expenditure plan (budget);
- Review & assessment of legislation including Acts, regulations and policy;
- Review of appointments to Regional, Tribal Council and affiliate Commissions, Boards and Committees;
- Any other matters as required by Executive Council.

APPOINTMENTS TO EXTERNAL COMMISSIONS, BOARDS AND COMMITTEES

Appointments to various External Commissions, Boards and Committees will be subject to ratification by the Executive Council. Executive Council may select representatives from amongst themselves, Councilors/Headmen of First Nations, elected BATC officials, staff within the Tribal Council or the public at large.

Terms of appointments shall rest with Executive Council and shall take into consideration length of terms as outlined by the External Commission, Board or Committee.

Those individuals appointed to External Commissions, Boards or Committees shall report to the Executive Council when requested and will provide to the Executive Council with all literature pertinent to the developments of the respective Commission, Board or Committee.

SENATE ADVISORY COUNCIL

The Executive Council shall develop a Senate Advisory Council that shall have roles internal and external to BATC and which shall have roles consistent with the FSIN Senate.

WOMEN'S COUNCIL

The Executive Council shall develop a Women's Council that shall have roles internal and external to BATC and which shall have roles consistent with the FSIN Women's Council.

C. CONFLICT OF INTEREST

The Executive Council and all staff of BATC shall, at all times, conduct themselves such that they avoid conflicts of interests. For greater certainty, the Executive Council and all staff of BATC shall abide by the Conflict of Interest Policy.