



Snuneymuxw

First Nation

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JOB POSTING

Chief & Council Clerk

(Full-Time, Permanent)

JOB OVERVIEW

Under the direction of the Chief's Executive Assistant, The Chief & Council Clerk (CCC) is responsible for all aspects of SFN related governance work including managing and performing/overseeing all related Chief & Council activities. This role is crucial to ensuring the Chief & Council's record of decisions are recorded, maintained and accessible as required. The individual in this position works independently and maintains utmost confidentiality. This position requires flexibility to attend meetings scheduled in the late afternoons, evenings, and attend occasional weekend sessions/events, which may be offsite.

DUTIES AND RESPONSIBILITIES

As Chief & Council Clerk, you will be responsible for the following duties:

1. Maintains/coordinates the maintenance of an electronic and paper filing records management system related to Band Council Resolutions (BCR), agendas, briefing notes and minutes related to Chief & Council and Portfolio meetings.
2. Attends and takes minutes of Chief & Council meetings and portfolio meetings, providing minutes within one week, if not advised sooner.
3. Coordinates and supports Chief's Executive Assistant with all community engagement events and ceremonies, including assisting in preparing documentation for members.
4. Coordinates calendars for various Chief and Council events/meetings, including off-site ones. Ensures attendees receive meeting reminders and notifications and are advised of meeting agendas, timing, and location well in advance.
5. Coordinates facilities and food/beverages for Council meetings/events
6. Tracks and monitors Council members' attendance and submits honorarium requisitions and necessary expense forms.
7. Coordinates Council travel for approved meetings, coordinates travel for approved meetings.
8. Provides administrative support to the Chief and Council members for all correspondence related to C&C meetings and events.
9. Obtains Department Work Plans from SFN Executive Officer, prepares action items for review and enters plans into assigned project tracking software.
10. Coordinates and reviews monthly reports and briefing notes provided by SFN staff. Identifies items requiring policy analysis and decisions prior to presentation to the Chief.



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11. Develops and revises by-laws, policies and procedures through research and analysis and coordinates the roll-out of new by-laws, policies, and procedures.
12. Coordinates all tasks related to SFN elections and contributes to the development and finalization of event details and plans.
13. Coordinates the live stream requests from SFN members, and works with IT to ensure members, delegates and Council have the proper access link to C&C meetings.
14. Other related duties as assigned.

Portfolios:

1. Tracks and monitors Chair and Member information for each Portfolio and ensures it is accurate at all times.
2. Works with Portfolio Chairs and Co-Chairs to develop and maintain Terms of Reference for each Portfolio.
3. Prepares and distributes meeting minutes within one week and updates from outside committee/board meetings attended by Chief & Council, and/or SFN staff members and includes in meeting agendas.

Agendas, Briefing Notes and Reporting

1. Develops meeting agendas in conjunction with the Executive Advisor to the Chief and SFN executive team, reviews meeting agendas and briefing notes with the Executive Advisor to Chief, Chief and/or meeting Chair prior to Chief and Council meetings.
2. Obtains Department Work Plans from SFN Executive Officers and prepares action items for review and enters plans into assigned project tracking software.
3. Advises SFN staff of monthly reporting and briefing note due dates.
4. Coordinates and reviews monthly reports and briefing notes provided by SFN staff. Identifies items requiring policy analysis and decisions prior to presentation to the Chief.
5. Finalizes agendas and briefing notes and emails to meeting members prior to meetings. Ensures documentation is printed and available at meetings.
6. Emails monthly reports to Chief and Council and follows up on any resulting information requests.
7. Finalize meeting agendas and minutes for archiving and the website.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated strong organizational skills and attention to detail.
- Superior time management skills to monitor multiple calendars and consistently meet deadlines.
- Mature individual with professional presentation
- Superior communication skills including writing, proof reading and speaking.
- Detail oriented and proven ability to effectively prioritize workflow.
- Previous experience organizing meetings, events or planning sessions, etc., including making accommodation and room bookings, ordering food, arranging travel, etc.
- Effective relationship builder, exercising tact, sensitivity, and discretion at all times.
- Ability to communicate effectively and professionally with legal and business representatives.
- Strong work ethic with ability to maintain confidentiality and work well under pressure.



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- Demonstrated strong proficiency with MS Office, including Word, Excel, PowerPoint, and Outlook.
- Ability to work independently, exercise good judgement, show initiative and be proactive.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- A Diploma/Degree in Governance, Business Administration, Political Science, Management, or other related disciplines is an asset, with equivalent training and experience considered.
- Minimum of 5 years administrative experience, including preparing meeting agendas and background information compilation, minute taking, preparing documents for council approval and ratification and action item follow up.
- Previous document control or records management experience.
- Experience working for, or a relational understanding of, First Nations Governance is an asset.
- Experience working with Legislation and Policy preferred, including research, analysis, development, review, and communication experience.

WILLINGNESS STATEMENTS

- The incumbent must maintain strict confidentiality in performing the duties of the Chief & Council Clerk. The incumbent must adhere to the Privacy and Security Policies and Procedures of the Snuneymuxw First Nation, as well as their professional Code of Ethics.
- The incumbent must adhere to the Snuneymuxw Personnel Policies.
- The incumbent will be subject to satisfactory reference check and criminal records review.
- The incumbent must have access to reliable methods of transportation to the work location
- Incumbents may be required to work outside of regular work hours if an emergency occurs.

Please submit your current resume and cover letter to:

HR@snuneymuxw.ca

Application Deadline: May 16, 2024 @ 4PM

Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.



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Achievement

Deliver what matters

Ensure clarity of direction and unity of purpose

Inspire excellence and strive for outstanding results

Collaboration

Work together to build successful teams and partnerships

Be open, inclusive and share knowledge

See, provide, and act on feedback

Community

Know our community and put them first

Commitment

Listen to and understand community needs

Be responsive, close the loop and deliver on promises

Integrity

Own your actions, successes, and mistakes

Act with transparency, honesty, and respect

Do what you say you will do

Innovation

Look for ways to improve and create positive change

Think broadly and take a wider viewpoint

Be responsive to new ideas and opportunities