

Chair of the PCMNO

Summary of Position:

The Chair presides over meetings of the Provisional Council of the Métis Nation of Ontario (MNO), the Annual General Assembly and other MNO meetings as required. The Chair ensures that agendas are created, only those persons who are entitled to be present at the meeting are present, a quorum is present (if required) that the agenda is followed, order is maintained, voting is conducted (if required) and results are declared, meetings stay on track, timelines are respected, everyone's voice is heard, goals are accomplished, and decisions are implemented including orders and resolutions of the General Assembly and the PCMNO. They are responsible for giving notice of PCMNO meetings and other meetings (i.e. Assemblies). The Chair deals with code of conduct issues with elected officials that occur both at meetings and outside of meetings, and plays an active role in guiding the conflict resolution process.

This is an elected position. When acting as Chair, the Chair does not vote, unless required to cast a tie breaking vote. The Chair acts as the President in the absence of the President, and as CEO in the event of a prolonged absence of the CEO (i.e. due to medical or other leave) and is a member of the Executive Committee.

This role requires an exclusive time commitment, with no other full or part-time employment.

Key Events:

1. Chairs the Annual General Assembly
2. Chairs meetings of the PCMNO approximately 6-8 times per year
3. Chairs meetings of the Executive Committee approximately 8-12 times per year
4. Chairs other meetings as required, a minimum of 12 times per year

Key Duties & Responsibilities:

1. Plans, organizes, directs, controls and evaluates the major activities of the PCMNO and Chairs the meetings.
2. Responsible for carrying out the responsibilities, allocating specific instructions, and tasks to specific individuals as directed by the PCMNO.
3. Reviews documents, briefs and reports submitted by the Secretariat, in order to maintain an active, involved, and informed role on PCMNO, on the Executive Committee and on other Committees of the MNO.
4. Establishes the direction to be taken by the PCMNO in accordance with orders and resolutions established at the AGA and/or by the elected representatives.
5. Works to foster an environment within the PCMNO and the MNO that promotes thoughtful and respectful discussion and exchange of ideas as well welcoming the participation and expression of all MNO Citizens.
6. Ensures the PCMNO acts in accordance with applicable government legislation and relevant policy and within its' financial means.
7. Signs the minutes of PCMNO meetings and other meetings, when acting as Chair.

Role Profile

8. Acts as the MNO CEO in the event of a prolonged absence of the CEO (i.e. due to medical or other leave). Also acts as the MNO President in the absence of the MNO President.
9. Advises elected representatives on policy questions and refers major policy matters to these representatives for final decision.
10. Supports and advises on relationships, and good governance of the regions and/or communities, through a variety of mechanisms.
11. Represents the MNO, or delegates representatives to act on behalf of the MNO, in negotiations or other official functions, including external committees.
12. Establishes and maintains relationships with other governments.
13. Contributes to creating a positive and productive relationship with other PCMNO elected members, as well as Community Councils, and Citizens.
14. Personifies the values of the MNO, and acts in accordance with the Statement of Prime Purpose.
15. Adheres to and upholds the MNO Code of Conduct and acts a role model for others.
16. Accountable for the performance of other duties, functions, or tasks as may from time to time be directed or set out by the PCMNO or President.

To be successful in this role you must:

- Meet the requirements for MNO Citizenship as per the MNO Bylaws, and be in good standing
- Be a resident of Ontario and normally reside in Ontario
- Have knowledge of Métis culture, history and way of life
- Have knowledge of Métis and/or Indigenous policy issues in Ontario and demonstrated ability to quickly acquire and expand knowledge of Métis-specific matters
- Have knowledge of MNO Bylaws and related MNO governance documents
- Have a strong desire to act in the service of the Métis Citizens, to advance and uphold Métis rights and culture
- Demonstrate problem solving, communication, and relationship building skills, and ability to promote unity and nation building
- Display an understanding of government processes and protocols
- Have experience working with Citizens in a community setting
- Have the ability to work flexible hours, be responsive at all times, and be able to travel

It will be helpful to have:

- Prior experience in an elected role in the Métis Nation of Ontario
- A strong understanding of Métis federal and provincial governments, and governance processes and protocols
- Several years of work experience in the public, private or not-for profit sector
- Strong problem solving and communication skills (listening, relating, ability to read a situation and respond with tact and diplomacy)
- Strong relationship building skills and the ability to promote unity and nation building
- A high degree of digital literacy (using standard office technology) and comfortable and adaptable to learning new technology
- Demonstrated ability to adhere to MNO Policies and Procedures and MNO's Financial

Métis Nation
of Ontario 

*This role profile is not to be considered extensive and exhaustive of the entire scope of the position.
This profile may change with organizational demands.*

Role Profile

Policies and Procedures and to uphold MNO's Standards of Professional Conduct, including confidentiality

- Effective organizational skills, and demonstrated ability to work collaboratively in a fast-paced, multi-issue environment, serving a wide range of varied internal and external interests
- Demonstrated experience developing and implementing policy, and working in partnership with government and other stakeholders to build capacity and serve community needs
- Demonstrated experience building consensus and making decisions on complex and challenging issues and problems
- Significant skill and experience speaking to a variety of audiences
- The ability to pass a background check, including a *Vulnerable Sector Verification*, depending on the work being done