

# Secretary Treasurer of the PCMNO

## Summary of Position:

The Secretary-Treasurer deals with monetary matters and legal risk and liability issues. They ensure the custody of the funds and securities of the Métis Nation of Ontario (MNO) are managed and that full and accurate accounts are kept of all assets, liabilities, receipts and disbursements of the Métis Nation of Ontario. They also ensure that all votes and minutes of all proceedings are duly noted in the books belonging to the Métis Nation of Ontario. They coordinate the process to ensure Community Councils have financial statements submitted annually, in compliance with the Community Council Charter Agreements. The Secretary-Treasurer is elected and a voting member of the PCMNO, acts as Chair of the Finance and Audit Committee and is a member of the Executive Committee.

This role requires a significant time commitment, with only limited part-time or other contract employment possible.

## Key Events:

1. Annual General Assembly
2. PCMNO meetings approximately 6-8 times per year
3. Executive Committee meetings approximately 8-12 times per year
4. Finance and Audit Committee meetings approximately 8-10 times per year
5. Other meetings as required, approximately 8-12 times per year

## Key Duties & Responsibilities:

1. Develops and maintains close working relationships with the Director of Finance and/or Chief Financial Officer as the senior MNO Secretariat Finance Branch representative.
2. Chairs the Finance and Audit Committee and participates actively on the Executive Committee, and on other Committees of the Métis Nation of Ontario, as required.
3. Oversees the external third-party audit, and all preparations to support it.
4. Reviews documents, briefs and reports submitted by the Secretariat, in order to maintain an active, involved, and informed role on PCMNO.
5. Responsible to ensure the proper deposit of the moneys, securities and other valuable effects in the name and to the credit of the MNO as designated by the PCMNO
6. Authorizes the disbursement of the funds of the MNO following established MNO financial policies as amended from time to time.
7. Ensures minutes of PCMNO meetings are distributed to councils and Métis citizens.
8. Signs the minutes of PCMNO meetings and other meetings
9. Responsible for carrying out the responsibilities, allocating specific instructions, and tasks to specific individuals as directed by the PCMNO.
10. Conducts follow up with every person responsible for taking action on a Finance & Audit decision to determine the completion status of the item and submits a status report to the PCMNO accordingly.
11. Represents the MNO as required or as assigned from time to time by the Executive Committee or the PCMNO.

## Role Profile

12. Reviews documents, briefs and reports submitted by the Secretariat.
13. Participates actively on the PCMNO, Executive Committee and on other Committees of the MNO.
14. 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.
15. As a voting member of the PCMNO, provides direction and takes responsibility for ensuring that direction is carried out within the financial means of the Métis Nation of Ontario.
16. Contributes to creating a positive and productive relationship with other PCMNO elected members, as well as Community Councils, and Citizens.
17. Personifies the values of the MNO, and acts in accordance with the Statement of Prime Purpose.
18. Adheres to and upholds the MNO Code of Conduct and acts a role model for others.
19. Accountable for the performance of other duties, functions, or tasks as may from time to time be directed or set out by the PCMNO, Chair, 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
- Proficient in or knowledgeable about financial concepts and processes, and/or experience, in the field of Finance or Accounting (a designation may be helpful)
- Several years of work experience in the public, private or not-for profit sector, preferably in a financial role
- Strong problem solving, communication, and relationship building skills, and 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

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

- Demonstrated ability to adhere to MNO Policies and Procedures and MNO's Financial 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