

# Vice-Chair of the MNO

## Summary of Position:

The Vice Chair assists the Chair in the conduct of all meetings of the MNO and supports the Chair in carrying out their duties. The Vice-Chair acts as the Chair when the Chair is not present, or at the direction of the Chair, at the Annual General Assembly, PCMNO, Executive Committee, and other MNO meetings as required. In conjunction with the Chair, the Vice-Chair is responsible for giving notice of PCMNO meetings and other meetings (i.e. Assemblies). The Vice-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. The Vice-Chair is elected and a full voting member of the PCMNO, unless acting as Chair 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. Helps chair the Annual General Assembly
2. PCMNO meetings approximately 6-8 times per year
3. Executive Committee meetings approximately 8-12 times per year
4. Helps chair other meetings as required, a minimum of 8 times per year

## Key Duties & Responsibilities:

1. Assists the Chair in the conduct of all meetings of the MNO and supports the Chair in carrying out their duties, including planning, organizing, directing, controlling and evaluating the major activities of the PCMNO and providing notes/documents to the Chair, during meetings. Responsible for the decorum of the room during meetings.
2. Acts as the Chair in the event of the Chair's absence, or on direction of the Chair.
3. Reviews documents, briefs and reports submitted by the Secretariat, in order to maintain an active, involved, and informed role on PCMNO.
4. Responsible for carrying out the responsibilities, allocating specific instructions, and tasks to specific individuals as directed by the PCMNO.
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. Conducts follow up with every person responsible for taking action on a PCMNO decision to determine the completion status of the item and submits a status report to the PCMNO accordingly.
7. Signs the minutes of PCMNO meetings and other meetings when acting as Chair.
8. Represents the MNO as required or as assigned from time to time by the Executive Committee or the PCMNO, including serving on external committees.
9. Participates actively on the Executive Committee and on other Committees of the MNO.
10. 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

## Role Profile

Ontario.

11. Contributes to creating a positive and productive relationship with other PCMNO elected members, as well as Community Councils, and Citizens.
12. Personifies the values of the MNO and acts in accordance with the Statement of Prime Purpose.
13. Adheres to and upholds the MNO Code of Conduct and acts a role model for others.
14. 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
- 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 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

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

- 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

DRAFT