

Provisional Council of the Métis Nation of Ontario (PCMNO) Role Profile

Role Profile: Chair

1. Summary

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 set, manages meeting attendance, a quorum is present (if required), the agenda is followed, order and decorum is maintained, voting is conducted (if required) and results are declared. The Chair also ensures that meetings stay on track, timelines are met, 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 to members of upcoming PCMNO meetings and other MNO meetings (i.e., Assemblies). The Chair deals with code of conduct issues involving elected officials that occur both at meetings and outside of meetings and plays an active role in guiding the conflict resolution process. 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). The Chair is elected for a term of four (4) years by the citizens through a process established by the MNO Electoral Code Part A. The Chair sits on the Executive Committee and, when acting as Chair, will not vote unless required to cast a tie-breaking vote. PCMNO Members will be governed by and abide by the MNO Secretariat Bylaws in force.

PCMNO members work in collaboration with other PCMNO members, the MNO Leadership, Citizens, MNO Senior Staff and key advisors. Their relationship with all internal staff and external political members, entities, etc. is bound by MNO policies and governing documents and preserves the decision-making authority established to effectively govern the MNO.

2. Commitment Level (As at 2023)

This role requires an exclusive commitment (40+ hours or 5 days per week), with no other full or part-time employment possible.

External paid or volunteer [un-paid] work commitments may be permissible:

- 1) where there is no conflict of interest with respect to the essence of MNO's mandate and the PCMNO representative's role, and
- 2) where the external commitment is not impeding or interfering with one's expected PCMNO level of effort.

Further, and in terms of good governance, all external paid or volunteer commitments must be disclosed and pre-approved based on prescribed criteria.

3. Key Responsibilities

The table below details the **5 to 6 key responsibilities** of the job. These responsibilities represent the **major areas** of work performed. This is not an exhaustive list of all tasks which the role is responsible for.

| | Key Responsibility |
|---|--|
| 1 | Leadership and Collaboration <ul style="list-style-type: none">• Provides strong leadership to the PCMNO, fostering a culture of collaboration, transparency, and accountability. |

Métis Nation of Ontario

| | |
|----------|---|
| | <ul style="list-style-type: none"> • Chairs meetings of the PCMNO and ensures that decisions are recorded and communicated effectively. • Mentors and support Community Councils, Advisory Councils, and Regional Consultation Committees and supports/facilitates training and conflict resolution as required. • Represents the MNO at external events, conferences, and meetings. • Acts as the MNO President in their absence and as the CEO in the event of a prolonged CEO absence. • Represents MNO in official functions, external committees, and negotiations where appropriate. • Personifies the values of the MNO and acts in accordance with the Statement of Prime Purpose. • Adheres to and upholds the MNO Code of Conduct and acts as a role model for others. |
| 2 | <p>Financial Responsibility</p> <ul style="list-style-type: none"> • Oversees the financial management of the PCMNO, ensuring the development and adherence to budgets. • Works with MNO staff and the PCMNO to set the annual budget, review financial statements and annual audit, set agendas, and lead financial workshops with the PCMNO. • Ensures responsible and ethical use of resources. |
| 3 | <p>Community and Stakeholder Engagement</p> <ul style="list-style-type: none"> • Engages with Métis communities to understand their needs and concerns. • Promotes cultural preservation and community development. • Builds and maintains strong relationships with Métis communities, government agencies, and other relevant stakeholders, including media. • Advocates for the interests and rights of the Métis people in Ontario. • Plays an active role in guiding the conflict resolution process within the MNO, • Promotes and leads constructive conversations to help mediate and resolve conflicts or disagreements within community and stakeholder engagements. |
| 4 | <p>Governance and Decision-making</p> <ul style="list-style-type: none"> • Chairs the following: PCMNO meetings, Negotiating Committee for MNO, citizen and leadership town halls, and intergovernmental workshops on governmental policy. • Plans and organizes PCMNO meetings, the Annual General Assembly, Special General Assemblies, and other required gatherings. • Ensures that agendas are created, quorums are met, and meetings stay on track. • Participates actively in PCMNO meetings, Executive Committee meetings, and other committees of the MNO as assigned. • Contributes to decision-making processes, provides rulings on procedural matters, offers financial insights, and ensures direction is aligned with the MNO's financial means. • Ensures the accuracy of vote count, reviews meeting minutes and serves as a signatory for approved minutes. • Promotes good governance and adherence to bylaws within the MNO and its affiliates. |
| 5 | <p>Capacity Building and Support</p> <ul style="list-style-type: none"> • Determines event objectives by working with MNO Staff, Community Councils, Advisory Councils, PCMNO Executive, and outside consultants. • Represents the PCMNO at external forums, conferences, and events. |
| 6 | <p>Reporting and Documentation</p> <ul style="list-style-type: none"> • Contributes to the development of MNO policies and ensures their implementation. • Stays updated on relevant legislation and regulations affecting the Métis Nation. |

4. Key Proficiencies

Métis Nation of Ontario

The table below details the **expected level of requirements and skills needed** to complete the role as well as key proficiencies, certifications, or designations.

| | |
|--|---|
| <p>Key Proficiencies for the Role</p> | <ul style="list-style-type: none"> • Meets the requirements for MNO citizenship as per the MNO Bylaws and must be in good standing. • Must be a resident of Ontario and normally resides in Ontario. • Demonstrated knowledge and understanding of Métis history, culture, and contemporary issues. • Has knowledge of Métis and/or Indigenous policy issues in Ontario and a demonstrated ability to quickly acquire and expand knowledge of Métis-specific matters. • Understands financial regulations, best practices, and accounting principles, and has experience in financial management, budgeting, and reporting. • Strong communication, interpersonal, and public speaking skills. • Has experience in community engagement and relationship-building. • Demonstrated deep knowledge of Métis rights, constitutional law, Aboriginal case law, and the MNO's Métis Self-Government Agreements. • Understanding of governance structures and decision-making processes including MNO Bylaws and governance documents, as well as Métis governments, federal and provincial governments and governance processes. • Skilled in Conflict Resolution handling, investigation, mediation, and facilitation. • Committed to MNO ethical/professional conduct, financial and operational accountability, and transparency policies. • Able to work flexible hours, and travel within the region and occasionally outside for meetings and scheduled events. • Willingness to undergo or provide a current background check, including a Vulnerable Sector Verification. <p>It will be helpful to have:</p> <ul style="list-style-type: none"> • A high degree of digital literacy, including proficiency in standard office technology, and the ability to quickly adapt and learn new technology. • Effective organizational skills and a demonstrated ability to work collaboratively in a fast paced, multi-issue environment, serving a wide range of varied internal and external interests. • Demonstrated experience in building consensus and making decisions on complex and challenging issues and problems. • Experience with governance processes, protocols, and public government frameworks. • Prior experience in an elected role in the Métis Nation of Ontario. |
| <p>Language(s)</p> | <ul style="list-style-type: none"> • English • Michif (an asset) • French (an asset) • Other Indigenous languages commonly used in Ontario (an asset) |
| <p>Competencies to be successful</p> | <ul style="list-style-type: none"> • Negotiation, Public Speaking & Presentation, and Consultation: The candidate should be adept at negotiating, confidently presenting ideas, and engaging in meaningful consultations with stakeholders. • Leadership & Astuteness: The candidate should have demonstrated leadership, astuteness, and consensus-building skills which are essential to effectively represent the interests of Métis citizens and communities. • Mediation & Conflict Resolution: Strong problem solving, communication, and relationship-building skills are necessary to mediate and address conflicts within the PCMNO and the MNO, promoting harmony and effective decision-making. |

- **Project Management:** The candidate should possess strong project management skills to successfully oversee and implement regional initiatives.
- **Persuasion, Collaboration, and Influence Skills:** The candidate should have persuasive abilities to advocate for policies, programs, and initiatives that benefit the MNO citizens and communities.
- **Excellent De-escalation Skills and Time Management:** The ability to handle escalated situations and effectively manage time to meet responsibilities is crucial.
- **Knowledge of Microsoft Office Suite:** Experience in Microsoft Office Suite facilitates efficient administrative tasks.
- **Change Management:** Ability to navigate organizational change and adapt to evolving priorities and strategies. Skill in leading and managing change initiatives within the financial and governance.
- **Strategic Thinking and Innovative Problem-Solving:** Capacity to think strategically and contribute to the development of long-term financial and organizational strategies. Creative and innovative approach to identifying solutions to complex financial and governance challenges.

5. Efforts and Working Conditions

The table below captures any working conditions and efforts beyond a normal office environment, including the **type of condition** (e.g., lifting, restricted movement, travel) and the **frequency** experienced.

Note: The MNO commits to providing accommodation for needs related to the groups of the Ontario Human Rights Code unless to do so would cause undue hardship.

| | |
|---------------------------|--|
| Physical Efforts | <ul style="list-style-type: none"> • Normal or frequent minor physical effort required for day-to-day activity in the workplace. May involve standing, sitting, walking, climbing stairs and lifting/moving/using objects or equipment up to 5 kg/11 lbs. |
| Sensory Efforts | <ul style="list-style-type: none"> • High or frequent sensory effort required. Performing repetitive tasks with some capability to control pace of work and interruptions such as entering or tabulating data, and proofreading. • Virtual and in-person meetings, conferences, and assemblies require 25% to 75% of your time (reading, participating, listening) in this role. |
| Working Conditions | <ul style="list-style-type: none"> • For members of the Executive Committee, travel required can be between 25% to 75% of your time commitment with moderate to considerable exposure to disagreeable working conditions (e.g., impatient, angry, or emotionally charged interactions with citizens, external stakeholders, or colleagues). |

6. Effective Date of Profile

Final documents have been approved through Resolution No. PC240123-02 by PCMNO (updated role profiles adopted on Jan 23rd).

IMPORTANT NOTE

The PCMNO reserves the right to change, amend or disuse this role description at any time. This document is intended to provide an overview of the key responsibilities and qualifications. Role profiles will be reviewed every two years.