

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

Role Profile: Executive Senator

1. Summary

The Executive Senator performs the same role as other PCMNO Senators with the additional responsibility of sitting on the Executive Committee. At the Executive Committee, they are responsible for speaking to issues, moving motions, and contributing to supporting or opposing motions. They also play a coordinating role by identifying senators for specific assignments and supporting other logistics. The Executive Senator strives to provide experience, knowledge, perspective, and guidance within the PCMNO and across the Métis Nation of Ontario. They pass along knowledge of traditional cultural concepts and beliefs, attend ceremonies, and provide advice and guidance. Additionally, they participate in various cultural, community and political events and lead opening and closing prayers.

The Executive Senator must be 55 years of age or older and is elected by the MNO Senators for a term of four (4) years in accordance with Article 16 of the Bylaws. The role sits on and is a full voting member of the Executive Committee and PCMNO. PCMNO Members are 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 a moderate time commitment (up to 24 hours or 3 full days per week), with limited part-time or other contract employment possible.

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

- 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">• Creates a positive relationship with other MNO elected members, community leaders, and citizens to ensure the transfer of traditional cultural concepts and beliefs.• Provides opening and closing prayers at events and meetings to set the tone and guides participants through MNO gatherings.• Supports Project Coordinators on various initiatives.

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	<ul style="list-style-type: none"> • Mentors, trains, and supports Senators at the community level. • Meets with and coordinates Senators for specific assignments and other logistics. • Prepares recognition and memorials when a Senator passes away. • Fosters an environment of thoughtful and respectful discussion within the PCMNO, promoting the active participation of all MNO citizens in Métis self-governance. • 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 Senators and communities to understand their needs and concerns. • 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.
4	<p>Governance and Decision-making</p> <ul style="list-style-type: none"> • Provides direction to the Executive Committee and ensures that advice is carried out within the financial means of the Métis Nation of Ontario as a voting member of the PCMNO. • Participates actively in PCMNO meetings, Executive Committee meetings, and other committees of the MNO. • 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"> • Provides advice and passes along knowledge of traditional cultural concepts and beliefs, attends ceremonies, and provides advice and guidance. • Participates in various cultural, community and political events, and may lead opening and closing prayers (e.g., collaborating with educational institutions by participating in school visits).
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

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 deep knowledge and understanding of Métis history, culture, spirituality, and contemporary issues. • Substantial experience leading Métis cultural activities including previous Senator experience. • A history of sharing own traditions and teaching traditional concepts and beliefs.
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	<ul style="list-style-type: none"> • 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. • Able to work collaboratively and build consensus with external and internal stakeholders. • Has experience in community engagement and relationship-building. • 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. • 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"> • 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 working in partnership with the government and other stakeholders to build capacity and serve community needs. • 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 citizens and 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. • Proficient with Microsoft Office Suite: Proficiency in the Microsoft Office Suite facilitates efficiency in administrative tasks. • Change Management: The candidate should be able to navigate organizational change and adapt to evolving priorities and strategies. They should be skilled in leading and managing change initiatives within finance and governance.

- **Strategic Thinking and Innovative Problem-Solving:** The candidate should have the capacity to think strategically and contribute to the development of long-term financial and organizational strategies. They have a 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 profile adopted on Jan 23rd).

I M P O R T A N T N O T E

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.