

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

Role Profile: Post-Secondary Representative

1. Summary

The Post-Secondary Representative focuses on promoting the benefits of post-secondary education. They act as an ambassador and/or advocate for students, ensuring that their voices are considered and heard within the Métis Nation of Ontario. The Post-Secondary Representative provides information and assistance to support youth citizens in enrolling in and completing post-secondary education.

The Post-Secondary Representative is elected for a term of four (4) years by the citizens through a process established by the MNO Electoral Code Part A, whereby a statement that the Candidate intends to be a student at a post-secondary institution in Ontario for at least 2/3 of the term of office. The Post-Secondary Representative is required to be Ordinarily Resident in Ontario throughout their term of office. However, they may request permission from the PCMNO to retain their position if they are attending an educational institution outside of the province during their term of office.

The elected Post-Secondary Representative on the PCMNO may only vote at meetings if they are over the age of 18 years. 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 Limited time commitment and can be balanced with post-secondary studies, full-time employment, or other part-time/contract employment.

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 **4 to 5 key responsibilities** of the role. 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	Advocacy and Representation: <ul style="list-style-type: none">• Acts as the primary advocate for the concerns and needs of Métis post-secondary students within PCMNO.

Métis Nation of Ontario

	<ul style="list-style-type: none"> • Advocates for programs to support and address issues related to Métis students pursuing higher education during PCMNO discussions (e.g., access to education, funding). • Fosters a respectful and inclusive environment for open dialogues among PCMNO members and stakeholders. • 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 Responsibilities & Policy Development:</p> <ul style="list-style-type: none"> • If over 18 years old, exercises voting rights as a PCMNO member to contribute to setting directions and making decisions within the financial means of the Métis Nation of Ontario. • Collaborates on policy and program development to address the unique challenges and aspiration of Métis students pursuing post-secondary education with other PCMNO members.
3	<p>Community and Education Stakeholder Engagement:</p> <ul style="list-style-type: none"> • Establishes effective communication channels between provincial and local governing bodies regarding post-secondary education matters. • Disseminates pertinent information about post-secondary student activities and issues to stakeholders, facilitating informed decision-making. • Contributes to creating a positive and productive relationship with other PCMNO elected members, Community Council members, and citizens. • Contributes to fostering an environment within the PCMNO and the MNO that encourages respectful discussion and the participation of all MNO citizens. • Builds productive connections with Community Council members, citizens, and organizations to amplify the impact of Métis post-secondary initiatives.
4	<p>Governance and Decision Making:</p> <ul style="list-style-type: none"> • Reviews documents, briefs, and reports submitted by the Secretariat, maintaining an informed role within the PCMNO. • Participates actively in the PCMNO and other committees of the MNO, highlighting issues pertaining to post-secondary students, potential students, and youth. • Ensures the execution of collective PCMNO decisions in alignment with the objectives of the Métis Nation of Ontario.
5	<p>Capacity Building and Support:</p> <ul style="list-style-type: none"> • Provides knowledgeable guidance and support to Métis post-secondary students on various matters, including academic pursuits and personal development. • Works with the PCMNO to create educational and skill-building opportunities for Métis youth, empowering them to pursue post-secondary education and become leaders within their communities. • Represents the PCMNO at external forums, conferences, and events.

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.

Key Proficiencies for the Role	<ul style="list-style-type: none"> • Experience working with local youth or post-secondary students in a community setting. • Proven experience in developing and implementing initiatives that support youth within local communities, highlighting the ability to create impactful programs and activities.
---------------------------------------	---

Métis Nation of Ontario

	<ul style="list-style-type: none"> • Experience conducting thorough needs analysis and effectively advocating for innovative solutions that address the challenges and aspirations of Métis youth or post-secondary students. • A high degree of digital literacy and adaptability to new technologies, enabling efficient use of standard office tools and platforms for communication and information management. • Relevant work and/or volunteer experience in the public, private, or not-for-profit sector, highlighting a diverse professional background that enhances the representative's ability to serve the interests of post-secondary students. • Demonstrates adherence to MNO Policies and Procedures, MNO's Financial Policies and Procedures, and the highest standards of professional conduct. • Experience in establishing and nurturing partnerships with government bodies and other stakeholders to build capacity and meet the evolving needs of the Métis community. • Demonstrated skill in building consensus and making informed decisions on intricate and challenging issues, highlighting a balanced and well-informed decision-making approach. • 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. • Must be enrolled in a post-secondary education program. • Meets the requirements for MNO Citizenship as per the MNO Bylaws and must be in good standing. • Must be a resident of Ontario and maintains a normal residence within the province (may request permission to retain position if attending an out-of-province educational institution). • 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
<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"> • Public Speaking & Presentation: The candidate will need to deliver presentations and speeches that effectively communicate the concerns and aspirations of Métis youth or post-secondary students. • Problem Solving: The candidate should possess effective problem-solving, communication, and relationship-building skills with an emphasis on unity, collaboration, and nation-building among diverse groups. • Conflict Resolution: The candidate should be skilled in conflict resolution, able to address differing viewpoints, and navigate disagreements constructively. • Project Management: The candidate should have foundational project management skills and have a willingness to learn and to grow in project management responsibilities. • 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.

Métis Nation of Ontario

- **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.

5. Efforts and Working Conditions

Please indicate any working conditions beyond a normal office environment, including the **type of condition** (e.g., Lifting, restricted movement, frequent 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">• Normal or frequent minor 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">• Travel required can be between 25% to 75% of your time commitment with exposure to moderate disagreeable working conditions (e.g., impatient, angry, or emotionally charged interactions with citizens, external stakeholders, or colleagues).

6. Effective Date

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.