

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

## Role Profile: President and CEO

### 1. Summary

The President is the elected head of the Métis Nation of Ontario (MNO) and serves on the Provisional Council of the Métis Nation of Ontario (PCMNO). They act as the chief spokesperson for the MNO and represent the MNO on the Board of Governors of the Métis National Council. The President attends meetings of the PCMNO, the Annual General Assembly, and other MNO meetings as required. The President appoints provisional secretaries from the PCMNO to provide leadership in their assigned portfolios. They determine the term of office, responsibilities, and terms of removal, if required, for these appointed positions.

The President is also the Chief Executive Officer of the MNO Secretariat and head of the MNO's Public Service, responsible for setting the strategic direction and overseeing the general and active management of the affairs of the MNO. The President manages and directs the activities of the Chief Strategy Officer, the Chief Operations Officer, the Chief Financial Officer, and Human Resources, and is responsible for making decisions and giving direction on matters relating to the effective and efficient operations of the MNO's Public Service.

The President also assists the Chair in dealing with code of conduct issues involving elected officials, both during and outside of meetings. Additionally, the President is responsible for ensuring that the Public Service is a healthy, safe, and respectful workplace, and that interactions between elected officials and the Public Service are positive and respectful.

The President also serves as the Chief Captain of the Hunt and, working with the Deputy Chief Captain of the Hunt is responsible for the overall management of the Métis harvest within the Province of Ontario and the coordination of the regional Captains of the Hunt.

The President is elected for a term of four (4) years by the citizens through a process established by the MNO Electoral Code Part A. They sit on the Executive Committee and are a full voting member of the 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 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

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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	<p><b>Advocacy and Representation</b></p> <ul style="list-style-type: none"><li>• Acts as the chief spokesperson of the MNO including in the media, with all levels of government and on the Board of Governors of the Métis National Council; represents the MNO, or delegates representatives to act on behalf of the MNO, in negotiations or other official functions, including external committees.</li><li>• Establishes and maintains effective relationships with other governments, institutions, and broader (CANADA) civil society and advocates for the MNO as it advances recognition and respect for Métis rights and moves towards fully realized self-government.</li><li>• Ensures the PCMNO, and the Secretariat, as the employer of the Public Service, act in accordance with applicable government legislation and relevant policy and within its' financial means.</li><li>• Personifies the values of the MNO and acts in accordance with the Statement of Prime Purpose</li><li>• Adheres to and upholds the MNO Code of Conduct and acts as a role model for others.</li></ul>
2	<p><b>Financial Responsibility</b></p> <ul style="list-style-type: none"><li>• Plays a crucial role in overseeing the development, approval, and management of the MNO's budget. This involves ensuring that financial resources are allocated effectively to support the MNO's objectives.</li><li>• Communicates financial matters MNO leadership and Citizens, stakeholders or the public.</li><li>• The President may be responsible for long-term financial planning, including setting financial goals and strategies for the MNO's growth and sustainability.</li><li>• Oversee the administration of the MNO's funds according to budgets, monitor financial expenditures, and provide reports and forecasts. This task involves monitoring the financial aspect of the MNO's governance.</li></ul>
3	<p><b>Community and Stakeholder Engagement</b></p> <ul style="list-style-type: none"><li>• Works to foster an environment in the Métis Nation of Ontario that lives up to the Statement of Prime Purpose; promotes thoughtful and respectful discussion and exchange of ideas; and welcomes the participation and expression of all citizens, communities, elected officials, and the Public Service.</li></ul>
4	<p><b>Governance and Decision-making</b></p> <ul style="list-style-type: none"><li>• Establishes the priorities, oversees the activities, and manages the performance of the Chief Strategy Officer, Chief Operating Officer, Chief Financial Officer, and Human Resources, as they guide the Public Service; ensures all legal and financial responsibilities of the Public Service are carried out effectively and efficiently, and to the highest standard possible.</li><li>• Provides strategic direction on priorities, plans, goals, and objectives that support good governance of the Métis Nation of Ontario, including the MNO Secretariat, the Provisional Council of the Métis Nation of Ontario, other elected bodies and committees, citizens, communities, and employees of the Public Service.</li><li>• As a member of the Executive Committee, supports the direction taken by the PCMNO in accordance with orders and resolutions established at the AGA and/or by the elected representatives.</li><li>• Accountable for the performance of other duties, functions, or tasks as may from time to time be directed or set out by the PCMNO or in the By-laws.</li><li>• Plays a key role in developing and implementing strategic plans, and overseeing the development of long-term and short-term plans, in collaboration with the Senior Leadership Team, the Executive Committee including the Secretary-Treasurer of the PCMNO, and external stakeholders, such as auditors, governments, and communities.</li></ul>

<b>5</b>	<p><b>Capacity Building and Support</b></p> <ul style="list-style-type: none"> <li>Involved in identifying and nurturing leadership talent within the MNO, helping the Senior Leadership Team and all employees develop their leadership skills, and supporting succession planning.</li> <li>Working with the leadership team to develop and execute strategies that build organizational capacity. This includes identifying areas where the MNO needs to strengthen its capabilities and developing plans to address those needs.</li> <li>Builds relationships with external organizations, industry experts, and partners that can provide support, expertise, and resources for capacity building.</li> <li>Represents the MNO at external forums, conferences, and events.</li> </ul>
<b>6</b>	<p><b>Reporting and Documentation</b></p> <ul style="list-style-type: none"> <li>Sets direction and engages in discussions that result in the documents, briefs and reports submitted by the Secretariat to PCMNO, the Executive Committee, to other Committees of the MNO, and to the Board of Governors of the Métis National Council.</li> </ul>

**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><b>Requirements Key Proficiencies for the Role</b></p>	<ul style="list-style-type: none"> <li>Meet the requirements for MNO Citizenship as per the MNO Bylaws and be in good standing.</li> <li>Be a resident of Ontario and normally reside in Ontario.</li> <li>Prior experience in an elected role in the Métis Nation of Ontario.</li> <li>Demonstrated knowledge and understanding of Métis history, culture, and contemporary issues.</li> <li>Have knowledge of Métis and/or Indigenous policy issues in Ontario and demonstrated ability to quickly acquire and expand knowledge of Métis-specific matters.</li> <li>Demonstrated deep knowledge of Métis rights, constitutional law, Aboriginal case law, and the MNO’s Métis Self-Government Agreements.</li> <li>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.</li> <li>Have a strong desire to act in the service of the Métis Citizens, to advance and uphold Métis rights and culture.</li> <li>Demonstrate problem solving, communication, and relationship building skills, and ability to promote unity and nation building.</li> <li>A strong understanding of Métis, federal and provincial governments, and governance processes and protocols.</li> <li>Have the ability to work flexible hours, be responsive, and be able to travel.</li> <li>Willingness to undergo or provide a current background check, including a Vulnerable Sector Verification.</li> </ul>
	<p><b>It will be helpful to have:</b></p> <ul style="list-style-type: none"> <li>Several years of work and/or volunteer experience in the public, private or not-for profit sector.</li> <li>Effective at promoting unity and quick to adapt to new technology.</li> <li>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.</li> </ul>

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	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Demonstrated experience developing and implementing policy and working in partnership with government and other stakeholders to build capacity and serve community needs.</li> <li>• Demonstrated experience building consensus and making decisions on complex and challenging issues and problems.</li> </ul>
<p><b>Language(s)</b></p>	<ul style="list-style-type: none"> <li>• English</li> <li>• Michif (An Asset)</li> <li>• French (An Asset)</li> <li>• Other Indigenous languages commonly used in Ontario (an asset)</li> </ul>
<p><b>Competencies to be successful</b></p>	<ul style="list-style-type: none"> <li>• <b>Negotiation, Public Speaking, Presentation, and Consultation:</b> The candidate should be adept at negotiating, confidently presenting ideas, and engaging in meaningful consultations with citizens and stakeholders.</li> <li>• <b>Leadership &amp; Astuteness:</b> The candidate should have demonstrated leadership, astuteness, and consensus-building skills which are essential to effectively represent the interests of Métis citizens and communities.</li> <li>• <b>Mediation &amp; Conflict Resolution:</b> 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.</li> <li>• <b>Project Management:</b> The candidate should possess strong project management skills to successfully oversee and implement initiatives.</li> <li>• <b>Persuasion, Collaboration, and Influence Skills:</b> The candidate should have persuasive abilities to advocate for policies, programs, and initiatives that benefit the MNO citizens and communities.</li> <li>• <b>Excellent De-escalation Skills and Time Management:</b> The ability to handle escalated situations and effectively manage time to meet responsibilities is crucial.</li> <li>• <b>Proficient with Microsoft Office Suite:</b> Proficiency in the Microsoft Office Suite facilitates efficiency in administrative tasks.</li> <li>• <b>Change Management:</b> 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 particularly within finance and governance.</li> <li>• <b>Strategic Thinking and Innovative Problem-Solving:</b> The candidate should have the capacity to think strategically and contribute to the development of long-term strategies. They have a creative and innovative approach to identifying solutions to complex challenges.</li> </ul>

**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.

<p><b>Physical Efforts</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
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<b>Sensory Efforts</b>	<ul style="list-style-type: none"><li>• Normal or frequent minor sensory effort required. Performing repetitive tasks with some capability to control pace of work and interruptions.</li><li>• Virtual and in-person meetings, conferences, and assemblies require 25% to 75% of your time (reading, participating, listening) in this role.</li></ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"><li>• 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).</li></ul>

**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.