

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

Role Profile: Secretary Treasurer

1. Summary

The Secretary-Treasurer is responsible for handling monetary matters and addressing legal risk and liability issues. They ensure the safekeeping of the funds and securities of the Métis Nation of Ontario (MNO) and maintain full and accurate records, including of all prosperity fund and assets, liabilities, receipts, and disbursements of the Métis Nation of Ontario. They also ensure that all votes and minutes of proceedings are properly recorded in the MNO's books. Additionally, they coordinate the submission of annual financial statements by Community Councils in accordance with the Community Council Charter Agreements. The Secretary-Treasurer is elected and serves as a voting member of the PCMNO, as the Chair of the Finance and Audit Committee, and as a member of the Executive Committee. They carry out the affairs of the MNO under the supervision of the President.

The Secretary-Treasurer 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 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 a significant time commitment (3-4 full days per week) with limited part-time or other contract 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 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	<p>Advocacy and Representation</p> <ul style="list-style-type: none"> • Act as the elected Secretary-Treasurer and voting member of the PCMNO, and provides financial insight in discussions and decision-making. • Represents the interests of the MNO and its financial well-being to external stakeholders, including government officials, sister Métis governments, and partner organizations.

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	<ul style="list-style-type: none"> • Fosters an environment of thoughtful and respectful discussion within the PCMNO, promoting the active participation of all MNO Citizens in Métis governments 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 custody of MNO funds, securities, and assets, ensuring proper management and accurate record-keeping. • Authorizes disbursements following established MNO financial policies and guidelines. • Chairs the Finance and Audit Committee, collaborating with the Audit Partner, Director of Finance and Chief Financial Officer to maintain financial transparency and compliance. • Works collaboratively with the Director of Finance and/or Chief Financial Officer on a day-to-day basis to uphold financial accountability and transparency.
3	<p>Community and Stakeholder Engagement</p> <ul style="list-style-type: none"> • Fosters collaborative relationships with MNO Governance Structure/Leadership Institution (e.g., Regional Leadership Community, Advisory Councils) by encouraging compliance with financial reporting requirements and offering support. • Collaborates with Community Council leadership to address financial challenges and enhance financial practices. • Provides training, education, and hands-on support to Community Councils through partnerships with Community Relations and Finance Branch staff.
4	<p>Governance and Decision-making</p> <ul style="list-style-type: none"> • Participates actively in PCMNO meetings, Executive Committee, Finance and Audit Committees, and other committees of the MNO. • Contributes to decision-making processes, offers financial insights, and ensures direction is aligned with the MNO's financial means. • Ensures the accuracy of PCMNO meeting minutes and vote count and distributes approved minutes to councils and Métis citizens.
5	<p>Capacity Building and Support</p> <ul style="list-style-type: none"> • Plays a pivotal role in organizational capacity building by promoting thoughtful and respectful discussions within the PCMNO and the MNO Public Service / Métis Government Public Service. • Works to foster a positive relationship with MNO elected and appointed leadership, Métis citizens, and Metis Community Councils. • Supports the MNO public service by assessing and addressing risk. • Represents the PCMNO at external forums, conferences, and events.
6	<p>Reporting and Documentation</p> <ul style="list-style-type: none"> • Oversees external third-party audits, prepares necessary documentation and facilitates the audit process. • Develops and maintains records of FAC and PCMNO meetings, and ensures the availability of accurate minutes for reference. • Provides timely financial reports to the PCMNO, Finance and Audit Committee, and other stakeholders as required.

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.

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<p>Key Proficiencies for the Role</p>	<ul style="list-style-type: none"> • Meet the requirements for MNO Citizenship as per the MNO Bylaws and be in good standing. • Has experience in financial management, budgeting, and reporting. • Has knowledge of financial statements, financial processes, and internal controls. • Understands financial regulations, best practices, and accounting principles. • Must be an active and registered Métis citizen with the Métis Nation of Ontario and must be a resident of Ontario. • Demonstrated knowledge and understanding of Métis history, culture, and contemporary issues. • Has 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. • 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 (Check).
	<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 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.

<p>Physical Efforts</p>	<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.
<p>Sensory Efforts</p>	<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 analysis 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.
<p>Working Conditions</p>	<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.