

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

Role Profile: Vice-Chair

1. Summary

The Vice-Chair assists the Chair in conducting all meetings of the MNO and supports them in carrying out their duties. They act as the Chair in the absence of the Chair or as directed by the Chair at the Annual General Assembly, PCMNO, Executive Committee, and other MNO meetings, as necessary. The Vice-Chair supports and advises the Chair in fulfilling their duties and responsibilities, collaborates with the Chair to develop and implement processes and practices that support effective and efficient agendas, meetings, conflict resolution. The Vice-Chair supports processes that ensures everyone’s voice is heard, goals are accomplished, and decisions are implemented, including orders and resolutions of the General Assembly and the PCMNO. Alongside the Chair, the Vice-Chair is responsible for giving notice to members of upcoming PCMNO and MNO meetings (e.g., Assemblies). They deal with code of conduct issues involving elected officials that occur both at meetings and outside of meetings and play an active role in guiding the conflict resolution process.

The Vice-Chair 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, unless they are acting as the Chair. 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 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 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"> • Acts as the Chair in the Chair’s absence or by direction of the Chair. • Assists the Chair in conducting all MNO meetings and carrying out their duties (e.g., planning, organizing, and evaluating major PCMNO activities, providing notes or documents to the MNO)

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	<ul style="list-style-type: none">• Responsible for maintaining decorum during virtual and in-person meetings.• Responsible for carrying out the responsibilities, and delegating certain instructions / tasks to specific individuals as directed by the Chair and/or PCMNO.• Mentors and support Community Councils, Advisory Councils, and Regional Consultation Committees and supports/facilitates training and conflict resolution as required.• Fosters an environment within the PCMNO and the MNO that promotes thoughtful and respectful discussion and exchange of ideas, as well as welcoming the participation and expression of all MNO Citizens.• 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">• Provides direction and ensures that direction is carried out within the financial means of the Métis Nation of Ontario as a voting member of the PCMNO.• 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 supporting the Chair in guiding the conflict resolution process within the MNO and handling complaints or resolutions.• Promotes and leads constructive conversations to help mediate and resolve conflicts or disagreements within community and stakeholder engagements.• Keeps the PCMNO informed on complaints and resolutions.
4	<p>Governance and Decision-making</p> <ul style="list-style-type: none">• Follows up with individuals accountable for acting on a PCMNO decision, determines the completion status of each action item, and submits a status report to the PCMNO accordingly.• Ensures that agendas are created for meetings, 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 input 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 as required.• 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">• Supports the development of event objectives by working collaboratively with MNO staff, Community Councils, Advisory Councils, the 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.• Reviews documents, briefs and reports submitted by the Secretariat to maintain an active, involved, and informed role on the PCMNO.

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 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. • Has a strong desire to act in the service of the Métis Citizens, to advance and uphold Métis rights and culture. • Demonstrates problem solving, communication, and relationship-building skills, an ability to promote unity and nation 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"> • Prior experience in an elected role in the Métis Nation of Ontario or with several years of work experience in the public, private or not-for-profit sector. • 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. • Has experience with governance processes, protocols, and public government frameworks.
<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.
- **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"> • Medium to 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.
<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.