

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

## Role Profile: Youth Representative

### 1. Summary

The Youth Representative on PCMNO also serves as the President of the Métis Nation of Ontario Youth Council (MNOYC). They act as an ambassador and/or advocate for youth (Métis youth between the ages of 16 and 29 with support for those between the ages of 12 and 15), ensuring their voices youth are considered and heard within the PCMNO. The Youth Representative acts as a liaison between the locally elected community council youth representatives, regional youth representatives, and the Métis Nation of Ontario Youth Council. They also sit on the national youth council within the Metis National Council and bring the perspective and voice of Metis Youth in Ontario to a national and at times international level (as required). They also provide information and assistance to support youth involvement in their communities.

The Youth 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 on the date of Election, the candidate must be between the ages of 16 and 25. The elected Youth Representative on the PCMNO may only vote at meetings if they are over the age of 18. The Youth Representative shall be Ordinarily Resident in Ontario throughout the term of office. The Youth representative may request permission from the PCMNO to retain his or her office if attending an educational institution out of Province during the term of office. 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:

**Métis Nation of Ontario**

	<ul style="list-style-type: none"> <li>• Acts as the primary advocate for the rights, interests, and needs of Métis youth within the PCMNO.</li> <li>• Participates actively in PCMNO meetings, discussions, and events to present the perspective of Métis youth and ensure their concerns are considered in decision-making processes.</li> <li>• Advocates for the participation of Métis Youth in MNO governance and provides guidance to youth representatives on Métis Nation of Ontario Community Councils.</li> <li>• Serves as a liaison between provincial and local governing bodies and youth, communicating information on youth-related activities and issues.</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>
<p><b>2</b></p>	<p><b>Financial Responsibilities &amp; Policy Development:</b></p> <ul style="list-style-type: none"> <li>• 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 (if over the age of 18).</li> <li>• Collaborates on policy and program development to address the unique challenges and aspirations of Métis youth with other PCMNO members.</li> <li>• Provides input on strategies related to education, employment, healthcare, cultural preservation, and other areas relevant to Métis youth.</li> </ul>
<p><b>3</b></p>	<p><b>Community and Stakeholder Engagement:</b></p> <ul style="list-style-type: none"> <li>• Establishes and maintains strong communication channels with Métis youth across Ontario through social media, community events, and workshops.</li> <li>• Organizes and facilitates initiatives that promote the active participation and engagement of Métis youth in cultural, social, and political activities.</li> <li>• Works to foster 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.</li> <li>• Contributes to creating a positive and productive relationship with other PCMNO elected members, as well as Community and Advisory Councils, and citizens.</li> </ul>
<p><b>4</b></p>	<p><b>Governance and Decision Making:</b></p> <ul style="list-style-type: none"> <li>• Reviews documents, briefs, and reports submitted by the Secretariat to maintain an active, involved, and informed role on the PCMNO.</li> <li>• Participates actively on the PCMNO and on other committees of the MNO, highlighting issues pertaining to youth.</li> <li>• Ensures the execution of collective PCMNO decisions in alignment with the objectives of the Métis Nation of Ontario.</li> </ul>
<p><b>5</b></p>	<p><b>Capacity Building and Support:</b></p> <ul style="list-style-type: none"> <li>• Initiates the development, implementation, and promotion of various programs, including mentorship, training, and services that support the personal and professional growth of Métis youth within the broader public service and Métis Government.</li> <li>• Represents the PCMNO at external forums, conferences, and events.</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.

	<ul style="list-style-type: none"> <li>• Has experience working with local youth in a community setting, demonstrating a strong understanding of the needs and dynamics of Métis youth at the grassroots level.</li> </ul>
--	--

Métis Nation of Ontario

<p><b>Required Key Proficiencies for the Role:</b></p>	<ul style="list-style-type: none"> <li>• Proven experience in developing and implementing initiatives that support youth within local communities, showcasing the ability to create impactful programs and activities.</li> <li>• Has experience conducting thorough needs analysis and effectively advocating for innovative solutions that address the challenges and aspirations of Métis youth.</li> <li>• A high degree of digital literacy, including proficiency in standard office technology, and the ability to quickly adapt and learn new technology.</li> <li>• 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 Métis youth.</li> <li>• Demonstrated adherence to MNO Policies and Procedures, MNO's Financial Policies and Procedures, and the highest standards of professional conduct.</li> <li>• Has experience in establishing and nurturing partnerships with government bodies and other stakeholders to build capacity and meet the evolving needs of the Métis community.</li> <li>• Demonstrated skill in building consensus and making informed decisions on intricate and challenging issues, showcasing a balanced and well-informed decision-making approach.</li> <li>• Willingness to undergo or provide a current background check, including a Vulnerable Sector Verification (Check).</li> </ul> <p><b>It will be helpful to have:</b></p> <ul style="list-style-type: none"> <li>• 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.</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>Public Speaking &amp; Presentation:</b> The candidate should be able to deliver presentations and speeches that effectively communicate the concerns and aspirations of Métis youth.</li> <li>• <b>Problem Solving:</b> The candidate should possess effective problem-solving, communication, and relationship-building skills with an emphasis on unity, collaboration, and nation-building among diverse groups.</li> <li>• <b>Conflict Resolution:</b> The candidate should be skilled in conflict resolution, able to address differing viewpoints, and navigate disagreements constructively.</li> <li>• <b>Project Management:</b> The candidate should have foundational project management skills and have a willingness to learn and to grow in project management responsibilities.</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> </ul>

**5. Efforts and Working Conditions**

## Métis Nation of Ontario

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.

<b>Physical Efforts</b>	<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>
<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 such as entering or tabulating data, and proofreading.</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>• 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).</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).

### **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.