



# Education & Social Services Committee

## Terms of Reference

### 1. Vision

Atikameksheng Anishnawbek have a positive, self-sustaining and wholistic quality of life.

### 2. Mandate and Purpose

The mandate of this committee is to act in an advisory capacity on matters relating to the development of policy and strategic planning for the programs under Education & Social Services, but not limited to:

- Education
- Niigaaniin Active Measures Social Assistance Program
- Library
- Social Services Program

And, further to consider such matters as may be directed by Council from time to time

### 3. Goals and Objectives

The Atikameksheng Anishnawbek Education & Social Services Committee (ESSC) respects and honors our Nation through the nurturing and continuation of good governance in our commitment to education and healthy lifestyles

### 4. Composition

#### 4.1 The ESSC will consist of the following:

- five (5) community members accepted by motion by Gimaa and Council
- minimum of one (1) portfolio Councillor

#### 4.2 The Chair will be the Atikameksheng Anishnawbek Band Councillor with portfolio, if absent, Director of Education & Social Services will substitute as Chair

#### 4.3 Technical resources are of a non-voting capacity and include but are not limited to the Education & Social Services staff.

### 5. Term

Five (5) community members serving a voluntary two (2) year term beginning in January

### 6. Remuneration

- Atikameksheng Anishnawbek Band members appointed to the Education & Social Services Committee will receive an honorarium of \$75.00 for attendance at meetings up to half day (4 hours) and \$150.00 for a full day meeting.

## **7. Duties and Responsibilities**

### **7.1 Duties and Responsibilities of ESSC**

- To provide overall guidance and support to the Education & Social Services;
- To use their knowledge and expertise to make recommendations to the Gimaa and Council on matters relating to the Education & Social Services; To assist with the development of policies and guidelines as the need arises
- To maintain confidentiality;
- Review and recommend to Gimaa and Council revisions to the Terms of
- Reference with every term

### **7.2 Duties and Responsibilities of Committee Chair**

The Chair will:

- draft agenda in collaboration with Director of Education & Social Services ; and with other administration as needed;
- Be responsible for reporting committee activities to Gimaa and Council and Atikameksheng Anishnawbek; and
- Facilitate all committee meetings, when present

### **7.3 Duties and Responsibilities of the Education & Social Services Administration**

- Draft agenda with Chair;
- Coordinate technical staff support for meetings as required; and
- Coordinate meetings and the circulation of meeting minutes and agenda to the Education & Social Services Committee Members

## **8. Procedures**

### **8.1 Meetings**

- The committee will aim to meet on the third Tuesday of the month;
- The committee will hold additional teleconferences and communication as required;
- The committee Chair may call a special meeting, as required; Committee members will be reminded, by email or telephone, of upcoming regularly scheduled and special meetings;
- Committee members can recommend meeting agenda items to the Chair;
- Committee meeting agenda, documents and minutes will be available to committee members prior to meetings; and
- Robert's Rules of Order will apply

### **8.2 Quorum**

A quorum will exist when at least three members of the committee are present

### **8.3 Decision Making**

Where possible, consensus will be used to decide on all committee matters. If consensus cannot be achieved, majority will be used to decide on all committee matters. The portfolio Councillor is not eligible to vote on all or any matters

### **8.4 Minutes**

- Minutes will be recorded by the Education & Social Services Administrative Support; Minutes and committee documents will be kept in the office of the Director of Education & Social Services;
- Minutes and committee documents will be copied and retained on file in the Atikameksheng Anishnawbek Administration Office's central registry; and
- Electronic copies of documents and minutes will be maintained in the Education & Social Services folder in the shared drive

### **8.5 Conflict of Interest**

Education & Social Services Committee Members will adhere to the current Atikameksheng Anishnawbek conflict of interest policy

### **8.6 Confidentiality**

- At the beginning of each term, each committee member will sign a confidentiality agreement; and
- The confidentiality agreement will be reviewed and signed on an annual basis

### **8.7 Working Groups**

The Education & Social Services Committee may establish working groups as deemed necessary to fulfill its mandate, meet its goals and objectives and support program

## **9. Resignations and Removals**

**9.1** A member may be removed from the Education & Social Services Committee for:

- A breach of conflict of interest;
- A breach of confidentiality;
- Not attending three (3) consecutive meetings without prior notice or approval by the committee; and
- Not acting in the best interests and for the benefit of Atikameksheng Anishnawbek as determined by the committee

### **9.2 Resignations from the committee**

- Will be submitted in writing with two (2) weeks' notice; and
- May be accepted and a member granted a leave of absence for personal reasons or commitments, for a period of up to six (6) months

### **9.3 Vacancies**

- If the position was filled for more than a year, the committee will re-issue a membership call for committee members; and
- The new committee member will complete the remaining term of the recently- vacated member

## **10. Reporting and Communications**

### **10.1 Reporting to/Communication with Gimaa and Council**

- The Chair will present a report on committee activities at a duly convened Band Council meeting;
- Where required any approvals required by Gimaa and Council will be attained through a duly convened Band Council meeting or a special meeting of Council;
- Confidential and/or privileged documents or emails may not be provided to central registry, as determined on a case by case basis

### **10.2 Reporting to/Communication with Atikameksheng Anishnawbek**

- The committee will prepare a quarterly report for the membership which will be distributed with the quarterly newsletter using the current membership mailing list; and
- The committee activities will be included with the Education and Social Services Department's ~~both~~ information at the Annual General Meeting of the Atikameksheng Anishnawbek.

## **11. Other**

- The committee will review the Terms of Reference at the beginning of each new term and may amend or alter these Terms of Reference as required and subject to approval by Gimaa and Council;
- The committee shall develop and promote cooperation with other Atikameksheng Anishnawbek committees and organizations to further the goals and objectives of the committee and community;
- Committee members shall be covered by director, error and omissions, insurance through Atikameksheng Anishnawbek or by other means; and
- Nothing in this Terms of Reference shall be construed so as to abrogate, derogate in any way from, or affect in any way existing or asserted Aboriginal, Treaty or other rights, or any claims of Atikameksheng Anishnawbek