

# Tr'ondëk Hwëch'in Boards and Committees Policy

## June 2023

### Council Resolutions Pertaining to this Policy

- CR 2013-05-09-04
- CR 2020-06-11-03
- CR 2021-03-25-02
- CR2023-06-22-##

## 1.0 SCOPE

### 1.1 Authority

This policy is issued under the authority of TH Council resolution 2013-05-09-4 and most recently revised by TH Council resolution 2021-03-24-01.

### 1.2 Purpose of the Tr'ondëk Hwëch'in Boards and Committees Policy

The purpose of this policy is to ensure consistent procedures and expectations for naming individuals to internal TH boards and committees and external boards and committees on which TH has representation.

### 1.3 Abbreviations

TH – Tr'ondëk Hwëch'in

### 1.4 Definitions

**External Boards and Committees** – Bodies struck by outside organizations that, from time to time, invite TH to nominate or appoint an individual to sit as a representative or member.

**Internal Boards and Committees** – Bodies struck within the TH Government.

## 2.0 POLICY

TH Council may strike boards and committee to advise on government matters, represent the citizens' perspective, and assist with issues related to the well-being of TH.

Postings for interest in all board or committee appointments will be conducted in a transparent and fair manner that allows prospective applicants adequate time to respond and encourages interest from the broader TH community.

TH Council may nominate or appoint individuals to outside boards and committees.

Internal board and committee members serve at the leisure of TH Council.

## 3.0 PROCEDURES

### *Internal Committees*

Terms of reference (see Appendix A) will be developed by the department responsible for the board or committee. Terms of reference should include the following information about the board or committee:

- Purpose.
- Membership.
- Desired skill set.
- Schedule of meetings.
- Reporting criteria.
- Authority and decision-making powers.

Terms of reference will also include departmental participation and responsibilities.

If required, a budget for the board or committee must be developed and approved by the Executive Director.

Terms of reference for any internal TH board or committee must be approved by resolution of TH Council.

The Executive, Governance, and Operations Department will keep an up-to-date list of internal board and committee members and their terms.

The Department responsible for the board or committee shall ensure training for members regarding the terms of reference, roles and responsibilities, decision-making, and reporting procedures.

All internal board or committee members must sign an oath of confidentiality.

Board and committee members who breach their signed oath of confidentiality will be subject to repercussions, including removal from the board or committee and possible legal action.

If a board or committee member fails to attend three (3) consecutive meetings, he or she shall cease to be a member of that board or committee. Such absence may be excused if deemed by a majority of the board or committee that the absence is for just cause.

All committee members must adhere to the same ethical standards as described in the TH Council Code of Conduct and TH Conflict of Interest Code.

Records of decisions and approved from each board or committee meeting will be stored in a manner that makes them readily accessible by citizens and presented as information at TH Council meetings.

The Executive, Governance, and Operations Department will manage the posting and application process for each board or committee.

A departmental Director, Board, or Committee Chair is responsible for requesting the Executive, Governance, and Operations Department post for new members.

Any individual can only sit on a maximum of two TH boards or committees. Terms will be for three years only.

The Chief may sit as a full member on any board or committee.

If not already appointed, Council members may sit as ex-officio members on any board or committee associated with their portfolio duties.

Committee and board opportunities will be posted for a minimum of three weeks. The TH Government will use appropriate means to distribute notice of postings.

All applications for board or committee membership will be reviewed by the relevant department and then by the Executive Director prior to recommendation to TH Council for approval.

All board and committee members appointments or nominations will be completed by resolution of TH Council. TH Council may direct a new posting.

Board and committee members shall be paid an honorarium of thirty dollars (\$30) per hour to a maximum of two hundred and forty dollars (\$240) per day. Honoraria will not be paid for preparation time. Honoraria shall be paid monthly on a day determined by payroll.

Board or committee members must complete all necessary paperwork before honoraria payments will be processed.

The chair or department representative shall record each board or committee members' time. TH Council may, in writing, revoke an individual's membership on a committee or board.

A TH Government Director or any other staff member who is a TH citizen can be appointed and serve on a committee provided that particular committee does not receive oversight from that Director or staff member. Should the Director or staff member assume a new position where the committee is receiving oversight from that position, then the Director or staff member must resign from that committee.

### ***External Committees***

Requests for nominees for external boards and committees shall be directed to and managed by the Executive, Governance, and Operations Department.

The Executive, Governance, and Operations Department will keep an up-to-date list of external board and committee members and their terms.

External committee and board opportunities will be posted for a minimum of three weeks. The TH Government will use appropriate means to distribute notice of postings.

All committee members must adhere to the same ethical standards as described in the TH Council Code of Conduct and TH Conflict of Interest Code, except where a specific provision or provisions might conflict with the regulatory or governance functions of the external committee.

Any individual can only sit on a maximum of two external boards or committees. Terms will be for one year only.

All nominations for external board or committee membership must be approved by TH Council. TH Council may give direction for a new posting.

All applications for board or committee membership will be reviewed by the relevant department and then the Executive Director prior to TH Council approval.

TH nominees on external boards and committees shall when appropriate and at TH Council's or the relevant department Director's request provide an up-to-date report of the board or committee's work and minutes of their meetings.

TH Council may at any time, in writing, withdraw support for an individual's membership on an external committee or board.

Staff may participate on a committee if their director deems it is important and pertinent to their departmental role.

A TH Government Director or any other staff member who is a TH citizen can be appointed and serve on a committee provided that particular committee does not receive oversight from that Director or staff member. Should the Director or staff member assume a new position where the committee is receiving oversight from that position, then the Director or staff member must resign from that committee.

## APPENDIX A

### Boards and Committees Terms of Reference Template

Purpose	<p>Provide an overview of the department or initiative that the committee is required for and the needs that are met through this department or initiative.</p> <p>Clearly state why a committee is needed and the role the committee will play with respect to the department or initiative.</p>
Objectives	<p>State the major objectives of the department or initiative.</p> <p>Provide a timeline if time-specific objectives are to be achieved.</p>
Membership and Attendance	<p>Identify how many committee members are needed (i.e., At Large, Elder, and Youth) and why.</p> <p>Determine the frequency of the meetings.</p> <p>Describe what skill set committee members need and their duties and responsibilities, their relationship to each other, and if membership requires a specialized position (e.g., a lawyer or accountant).</p>
Issues	<p>Highlight the key areas the committee will study and provide input into. List the criteria, including efficiency, relevance, effectiveness, impact and sustainability, against which the committee will analyze and evaluate issues.</p>
Authority and Decision-Making Powers	<p>Describe if the committee is prescribed through legislation or policy and, if so, what is the committee's defined powers and responsibilities.</p>
Reporting	<p>Add report templates. Set submission dates.</p> <p>Refer to people responsible for reporting and approvals.</p> <p>Provide other sufficient information, such as number of copies to be created, responsibilities for report product, and presentation.</p>
Work Plan	<p>Provide a summary of the anticipated work of the committee.</p> <p>Describe the activities and necessary resources required for achieving the committee's responsibilities.</p> <p>Describe the financial resources required for the committee's work.</p>