

Chief & Council Best Practices

Resources and Best Practices throughout this presentation were gathered from a survey distributed to participants of the joint Strengthening Governance Workshop (May 2024) presented by Nookiwin Tribal Council and governWISE Alliance



Nookiwin
TRIBAL COUNCIL



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Best Practices for New Chief & Council Members Orientation

Governance and Policies

- Governance Policy
 - Outlines duties of Chief & Council
- Oath of Office/Confidentiality
- Reporting to Members
 - Strategic Plan
 - Comprehensive Community Planning (CCP)
 - Inherited Plans from prior Chief & Council

Orientation Process

- Timeline
 - 2 Two Day, in person meeting within 10 days
- Policy Binder and Orientation Package
 - Provided to all new members
 - Covers Oath of Confidentiality, Oath of Office, Social Media Use and Code of Conduct
- Orientation Process to be listed in Chief & Council Policy
- Authorization for Cheques/EFT Signings

Support and Training

- Nokiiwin Tribal Council/governWISE can assist with orientation
 - Safe to use Tribal Councils for Elections
- Managers and Directors to provide updates during orientation
- On-going Professional Development available
- Human Resource Policy Amendment
 - 1st Term – Unpaid Leave
 - 2nd Term – Choose between options

Strategic Planning and Accountability

- Portfolio Assignments based on background and qualifications
- Setting Priorities and Goals
- Transitional Period between out-going and new council
 - Out-going council invited to attend new council orientation

Community Engagement

- Community Inauguration
 - Oath of Office/Ceremony
- Meet with all program heads for regular program updates monthly
- Staff Meet and Greet with Lunch
- Meet and Greet with program officers from Government and Partner Agencies, ISC Etc.
- Drop-in visits with community programs. Ex., Daycare, Health Programs and Public Works

Additional Training and Resources

- Orientation Manual
 - Includes policies, program updates, budget reviews
- Council Training
 - Leadership Codes, Roles and Responsibilities
- Third-Party Facilitation
 - Provided by Nokiiwin Tribal Council, governWISE Alliance
- Orientation Packages
 - Includes previous leadership portfolios and meetings

Key Activities

- Orientation Manual
 - Includes policies, program updates, budget reviews
- Budget Reviews, CCP Review
- Meetings with Managers
 - Monthly updates on projects/status
- Strategic Planning Sessions with Community and Council

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Best Practices for Assignment of Portfolios and Committees for Chief & Council

Process Overview

- Letter of Submission
 - Members submit letters outlining skills and experience
- Terms of Reference available for each portfolio and committee
- Experience-Based Assignment
 - Portfolios will be assigned based on relevant experience

Portfolio Categories

- Education, Housing, CCP
- Finance, Social & Health, Recreation
- Consultation, Governance, Economic Development

During Orientation

- Discussion
 - Portfolios are discussed and assigned
- Primary and Secondary Portfolios
 - Assigned based on interest, skills, education and experience
- Committee Liaison Roles
 - Assigned to portfolio holders
- Organizational and Community Growth
 - Portfolio list evolves as needed

Decision Making

- Post-Election
 - Portfolios are assigned after election based on strengths and other criteria of Chief & Council Members
- Consensus and Discussion
 - General discussion prior to assignment
- Multiple Councillors may be assigned to portfolios for coverage
- Chief may assign portfolios, sometimes without specific criteria
- Letter submitted to Chief & Council for Boards and Committees

Community and Board Positions

- Community Posting
 - Board positions posted to the community
- Terms of Reference
 - Established for roles and responsibilities
- Volunteer and Interest Based
 - Members may volunteer or be assigned based on skill level or interest

Selection Methods & Committee Assignments

- Seniority and Experience considered
- Voting Process can be used for selection
- Self-Appointment based on passion, interest or experience
- Elder's input considered during assignment
- Ad Hoc Committees formed as needed
- Align portfolios with CCP objectives

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Best Practices for Sharing Meeting Minutes with Community Members

Digital Platforms

- Facebook
 - Regular updates and links to minutes.
- Email
 - Primarily for the younger generation.
- Website
 - Password-protected access for members only. Previously emailed or mailed to members.
- New App
 - Links to the website; members must register for portal access.
- Community Portal
 - Secure access for members.
- Live Stream
 - Real-time sharing during meetings.
- Zoom
 - Used for virtual meetings and AGMs.

Physical Copies

- Paper Copies
 - Distributed to the older generation.
- Mailbox
 - Delivered directly to members' mailboxes.
- Household Delivery
 - Minutes delivered to households.
- Council Chambers
 - Posted for public viewing.
- Post Office
 - Available for pickup.
- Band Administration Building
 - Posted for members to view.

In-Person

- General Band Meetings
 - Minutes shared and reviewed monthly
- Annual Gathering
 - Minutes available onsite
- Community Meetings
 - Regular updates and discussions
- Door to Door
 - Youth or staff deliver minutes where safe
- Office Visits
 - Members can request and view minutes in the office

Broadcast

- Radio Station Announcements
 - Updates and important information
- Walkie Talkies
 - Used in remote communities for communication

Newsletters/Flyers

- Radio Station Announcements
 - Updates and important information
- Walkie Talkies
 - Used in remote communities for communication

Other Methods

- **Communitik**
 - Real-time notifications (excluding in-camera minutes)
- **Bulletin Boards**
 - Posted in community areas
- **Open Door Policy**
 - Members can request information anytime

Access and Request for Meeting Minutes

- Minutes recorded, drafted, reviewed and approved during bi-weekly Council meetings and signed
- Minutes presented at monthly general meetings, reviewed and approved. Only approved minutes can be viewed
- Requests are made verbally, and minutes are viewed in office
- Community Meetings

Special Considerations

- Minutes Process
 - Recorded, drafted, reviewed, and approved during bi-weekly Council meetings
- Confidentiality
 - In-camera minutes are not shared publicly
- Access
 - Members can request minutes verbally and view them in the office.
- Approval
 - Only approved minutes are shared publicly
- Community Voice
 - Information shared through various community channels



Best Practices for Leadership Communication and Community Engagement

Regular Communications

- Monthly newsletters
- Weekly updates
- Email blasts
- Social media platforms
 - each department has its own page
- Community radio station
- Walkie talkie radios
 - in remote areas
- Moccasin Telegraph

Incentives and Acknowledgements

- Door prizes, cash prizes, feasts
- Monthly meals to acknowledge members
- Offering tobacco to households

Meetings and Events

- Open Council Meetings (virtual via Zoom, live streamed)
- Bi-annual community meetings
- Monthly community gatherings
- Annual Gathering Week
- Smaller, frequent events
- Coffee and tea time with Elders

Information Distribution

- Flyers and posters throughout the community
- Flyers delivered door to door
 - in emergencies
- Mail outs for on and off territory
- Website with member portal
 - for sensitive information
- Personal responses to community members
- Feedback box for inquiries

Special Initiatives

- Elders Liaison
- Hubs in urban communities
 - Satellite Offices
- App for communication news
 - ex., housing, social
- Sessions offsite for off-reserve members
- Incorporating culture-based items in all communication

Transparency and Policy

- Financial reports and audits presented to the community
- Current Communication Policy
- Open door policy
- CCP for Community Engagement
- Focus on solution-oriented communication

Additional Practices

- Ensure agendas are short
- Visual presence in the community
- Communications Officer in the community
- AGM
 - yearly
- C&C bring individual concerns to scheduled council meetings
- Require more of a plan to communicate to membership better



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