
Riel Métis Council



Statement of Roles and Responsibilities

President

The role of the council President is to be the primary representative of the organization. The President acts and speaks on behalf of the council and articulates their interests as a whole to the broader community.

Responsibilities of the President include, but are not limited to:

- Representing the council and articulating its concerns during legislative assemblies and area meetings of the Métis Nation of Saskatchewan
- Signing membership application approvals after consultation with membership committee
- Chairing council meetings
- Signing authority for financial accounting
- Member of at least two council sub-committees

Vice-President

The role of the council Vice-President is to speak and act on behalf of the President when he/she cannot perform his/her duties. The Vice-President is the secondary representative of the organization.

Responsibilities of the Vice-President include, but are not limited to:

- Temporary fulfillment of Presidential roles
- Member of at least two council sub-committees
- Signing authority for financial accounting

Secretary

The role of the secretary is to be the primary information gatherer, recorder, and disseminator for the organization. Their responsibilities include, but are not limited to:

- Minute-taker at all council meetings
- Maintenance and sharing of council documents and minutes
- Set the agenda for all council meetings and give notice to council members
- Maintenance of on-line information sharing
- Member of at least one council sub-committee

Treasurer

The role of the treasurer is to maintain accurate and transparent financial records for the organization. Their responsibilities include, but are not limited to:

- Collection, safe-keeping and depositing of all moneys raised for the organization
- Collection, maintenance and sharing of financial records
- Signing authority for financial accounts
- Receiver of organization mail
- Reimbursements for organization expenses
- Member of at least one council sub-committee

Directors

The role of the Directors is to support the Executive's role in disseminating information regarding council decisions and initiatives to the broader community. Directors are expected to attend all meetings and to offer their diverse expertise and knowledge to the council. Their responsibilities include but are not limited to:

- Contributing to council meetings and events
- Member of at least one council sub-committee

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Committee Roles and Responsibilities

Committee Leads

The role of each of the committee leads is to be the primary representative of each committee. The responsibilities of the leads include, but are not limited to:

- Planning and initiating sub-committee meetings
- Taking minutes at sub-committee meetings and presenting decisions to council
- Ensure committee objectives are reached in a timely manner

Governance and Elections Committee

The role of the Governance and Elections Committee is to ensure organized, transparent, and effective operations of the council. The committee interprets and enforces council by-laws. The committee's responsibilities include but are not limited to:

- Being knowledgeable regarding council by-laws
- Organization of the elections process including; organization of AGM, call for candidates, hiring of elections officials and volunteers, gazetting election information

Special Events and Programs Committee

The role of the Special Events and Programs Committee, with the assistance of council, is to plan, organize and execute community initiatives that support the council's mission.

The committee's responsibilities include but are not limited to:

- Encourage council participation in relevant community events
- Develop strategic plans for ongoing and future community programming
- Support fund-raising committee's efforts in hosting events

Fundraising Committee

The role of the Fundraising committee is to assist the council's programming efforts through the development of an operational fund. The committee's responsibilities include, but are not limited to:

- The planning, organizing and execution of council fundraisers
- The development of grant proposals for board approval
- Maintaining and promoting regional partnerships

Membership Committee

The role of the Membership committee is ensure the council is provided with an accurate and detailed list of its membership for the purposes of enumeration and information sharing. The committee's responsibilities include, but are not limited to:

- The establishment and maintenance of a sound membership application process
- Maintenance of a membership database
- Provide recommendation to President in regards to membership approval

Communications Committee

The role of the Communications committee is to promote the council and its initiatives through the production and dissemination of audio, print, televised, and digital media. The committee's responsibilities include, but are not limited to:

- Production of posters to share council decisions or initiatives
- Assist Secretary in maintaining on-line information forums
- Speak to media during events, when and if President or Vice-President is not available
- Write and submit print notices
- Development and maintenance of council newsletter