



## **TAKLA LAKE FIRST NATION**

### **Terms of Reference**

### **Administration Committee**

#### **Type of Committee and Purpose:**

Established by Chief and Council, the Administration Committee reviews, develops, and recommends to Council appropriate administrative systems and functions for the work of the Nation (TLFN). The Committee also undertakes specific projects at the request of Chief and Council.

The work of the Administration Committee is based on the following principles:

- Knowledge transfer and generosity of knowledge sharing amongst Committee members
- A community-based approach to reviewing, analyzing, and designing administrative systems and functions
- Incorporating Takla culture within the administrative work of the Nation
- Creating understandable and useable administrative systems and structures
- Creating consistent systems and functions across departments, for equity and transparency
- Creating consistent, useful, and supportive communications across the organization, and to membership, related to the administration of the Nation
- Transparency of Committee purpose, general activities, and outcomes
- Maintaining confidentiality around Committee work as appropriate

#### **Scope:**

The Administration Committee works with the following systems and functions:

- Policy and procedures
- Job descriptions, including standards for roles, responsibilities, accountability and authority
- Performance review standards and systems
- Orientation, training, and development standards and systems for employees, managers/supervisors, and for TLFN departments
- Incorporating Takla culture and ways into administrative services, and processes
- Information management and reporting on the business of the Nation
- Standardized communications i.e. common meeting systems, inter-departmental communications
- Member communications related to Band administration
- Organizational structure, including committees
- Recommendations to Chief and Council on governance systems and structures related to Administrative responsibilities.

The Administration Committee does not deal with specific TLFN member or family issues. The Administration Committee does not deal with political issues.

**Authority:**

The Administration Committee is advisory to Chief and Council. The Administration Committee does not make final decisions, but provides recommendations and rationale to Chief and Council within its scope of responsibility.

**Committee Membership:**

The Committee is made up of 5-8 members from TLFN Administration, Takla Knowledge Holders, and Council. Committee members are appointed by the Chief and Council, and generally include:

- Band Administrator
- Director of Finance
- Councillor as liaison to Chief and Council
- One or more Takla community members/Knowledge Holders
- Additional employees/managers as appropriate, i.e. Executive Assistant to the Chief, a younger employee interested in developing administrative skills

Certain TLFN administrators may participate in certain work of the Committee, such as budget policy and systems, Committee development and structure. These additional administrators will generally represent the revenue-generating sections of the organizations, such as the Lands Manager, or the CEO, Sasuchan Development Corporation. The Committee may invite employees or community members with specific information/expertise to participate in meetings or topic discussions.

The Chief appoints the Chair of the Administration Committee. At various times, the Chair may be an external facilitator or consultant, at the discretion of the Chief. Depending on Committee workload, the Chief may assign a staff member to provide operational support to the Committee. This person is not a member of the Committee.

**Reporting:**

The Administration Committee will report to Chief and Council at each Council meeting on activities, progress, outcomes, and issues arising. Reporting will be in writing, verbal, and through other tools i.e. infographics.

The Committee will develop and implement a communications strategy, ensuring regular updates and information are provided to the TLFN membership, as well as to departments and employees.

**Meetings:**

Meetings will be held regularly, depending on the workload, direction from Chief and Council, timelines and resources. A minimum of eight (8) meetings will be held annually. Meetings will be held in both Prince George and Takla, depending on topics, consultation desired, links to Council meetings etc.

Meetings require a simple majority of appointed Committee members for quorum. Decisions about Committee work, and recommendations to Chief and Council are made by consensus, and are documented in the Committee notes. Committee agendas and notes will be based on the TLFN templates. Agendas and notes will be prepared by a facilitator, the Chair, a designated Committee member, or an assigned staff member. Agendas and notes will be distributed in a timely manner, and all meeting materials will be maintained in a shared on-line environment, with full access to Committee members. Committee members will respect differing points of view, and will promote respectful communication.

**Resources and budget:**

The Administration Committee will model fiscal responsibility and accountability, developing and managing a budget to be approved and monitored by Chief and Council as part of the Nation's annual budget process. Generally, the budget will cover honoraria, room rental, facilitation services, Committee member travel, and required accommodation/meals.

**Deliverables:**

- Annual budget
- Annual priorities and timelines
- Reports, options, assessments, and recommendations to Chief and Council
- Communication strategies and tools

**Review:**

These Terms of Reference will be reviewed annually for the first two years, and then every second year, by Chief and Council.

*Approved by Chief and Council  
December 4, 2017*