

Roles and Responsibilities of Council



Approval Date:	
Approved By:	
Effective Date:	

1. Policy

- 1.1 The Wahta Mohawks Council has been placed in a position of leadership by the community members and has roles and responsibilities to the community. The definition of these roles and responsibilities should be clearly stated to avoid confusion and conflict.
- 1.2 The roles and responsibilities contain within this policy must be considered in addition to the *Code of Conduct* and any other approved policy respecting the role and responsibilities of each Member of Council.

2. General Duties & Responsibilities

2.1 Council shall:

- (a) At all times maintain an open professional relationship with community members, while also ensuring an open and transparent communication and consultation process.
- (b) Establish long-term community planning driven by community input and to work within a plan developed through this process.
- (c) Be fiscally responsible and manage community assets in such a manner as to optimize their value to the community.
- (d) Be aware of and abide by all Council approved policies, procedures, codes, regulations, bylaws, and processes.
- (e) Act in both a legal and ethical manner always.
- (f) Create, enact, revise or repeal laws, bylaws, codes, and regulations as required.
- (g) Maintain and strengthen the identity of the Wahta Mohawks as Onkwehon:we.

- (h) Protect and advance the Treaty and Inherent Rights of the community.
- (i) Develop a vision and ensure that organizational plans, programs, policies, and services are consistent with this vision.
- (j) Exercise due diligence when making decisions to protect the Council and the Administration from undue liability.
- (k) Promote, develop, and maintain a healthy, safe, and viable community.

3. Representative Role

3.1 Members of Council are elected by the membership to represent their views as closely as possible when dealing with issues that come before Council. This is accomplished through:

- (a) Community Meetings.
- (b) Referring to staff for information on past history and current practices.
- (c) Ensuring, as a Member of Council, you have a broader understanding of the issues in the best interest of the community as a whole which includes all members, community lands and resources, assets and administrative structures and processes.
- (d) Dealing effectively with issues that are brought to Council's attention by being aware of current policies, bylaws/laws, and codes.
- (e) Identifying opportunities and considering requests for joint advocacy, coalitions, and other political activities.
- (f) Keeping informed of emerging and existing issues and conditions that may affect the Wahta Mohawk community.
- (g) Establishing and maintaining relationships with other governments.

4. Policy Making Role

4.1 Council provides direction for the operation of community services through such processes as:

- (a) Developing, reviewing, and approving policies within which the Administration and Council shall operate.
- (b) Developing and implementing Capital Plans, Community Plans, Strategic Plans, and a Community Vision.

5. Managerial Role

- 5.1 Council has the final responsibility for ensuring that the Wahta Mohawks financial, capital and personnel resources are used as efficiently as possible and in a way that is consistent with Council's objectives.
- 5.2 Council must ensure, through effective administrative reporting processes, that:
 - (a) Policies approved by Council are being implemented.
 - (b) Staff are administering services and programs as Council intended.
 - (c) Funds are being spent only as authorized, with the most efficient possible use being made of the Wahta Mohawk's human and financial resources.

6. Responsibilities in Relation to the Senior Administrator

- 6.1 Council shall:
 - (a) Provide the Senior Administrator with direction by communicating a vision, approving policies, and passing Council Resolutions and Motions.
 - (b) Ensure that the Senior Administrator develops, implements, and follows a plan, reviews it regularly, and updates it, as necessary.
 - (c) Hire the Senior Administrator.
 - (d) Annually review the performance of the Senior Administrator.
 - (e) Ensure that the Senior Administrator takes direction from Council as a whole.

7. Amendments

- 7.1 Amendments to this policy must be approved by way of a Council Resolution or Motion.