

Roles and Responsibilities of Members of Council



Approval Date:	
Approved By:	
Effective Date:	

1. Policy

- 1.1 The Wahta Mohawk Council (Council) is comprised of five (5) Members, four (4) Councillors and the Chief. Collectively these individuals are responsible for governing the Territory in the best interests of the Wahta Mohawk membership.
- 1.2 While the responsibilities of Council are outlined in the policy *Roles and Responsibilities of Council*, this document is designed to specifically define the roles and responsibilities of individual Members of Council. Any additional responsibilities of the Chief are outlined in the policy *Roles and Responsibilities of the Chief*.

2. Representation

- 2.1 A Member of Council shall:
 - (a) Act in the best interests of the community membership as a whole.
 - (b) Ensure they are aware of the political business of the Wahta Mohawk First Nation and provide sound advice at Council meetings.
 - (c) Regularly solicit community input regarding Council plans, priorities, and issues.
 - (d) Encourage the membership to become involved in the political process.
 - (e) Act in a manner that is consistent with the approved policies and procedures of Council, including being aware of conflicts of interest and declaring them prior to any discussion on a matter involving a potential conflict of interest as per Council's *Code of Conduct*.
 - (f) Each Member has a responsibility to maintain an atmosphere of mutual respect with each other, the Senior Administrator, and Council Executive Assistant.

- (g) As a Member of Council, it is expected that participation in free community draws held by the Administration will not be acceptable.

3. Relationship with Council

- 3.1 A Member of Council shall report to and take direction from the Council as a whole as per decisions reached during duly called meetings of Council.
- 3.2 To facilitate a collaborative working relationship amongst Council, each Member of Council shall, in a timely manner, table a written or verbal report to Council after attending any external meetings, workshops, or conferences on behalf of Council.

4. Relationship with the Senior Administrator and the Administration

- 4.1 Members of Council shall focus on political matters and allow the Administration to address operational issues.
- 4.2 Members of Council will ensure direction to the Administration is provided through the Senior Administrator in manner provided for in Council's approved governance policies.

5. Council Meetings

- 5.1 A Member of Council shall:
 - (a) Actively participate in Council meetings.
 - (b) Be prepared for all meetings.
 - (c) Work for the benefit and betterment of the community by working collaboratively with other Members of Council.
 - (d) Ensure they are aware of and adhere to the procedures and expected conduct set out in the policy *Wahta Mohawk Council Procedure Regulations*.
 - (e) Ensure they act in accordance with the expectations and requirements set forth in the *Wahta Election Code*.

6. General Duties

- 6.1 A Member of Council shall:
 - (a) Respect Council decisions when interacting with the community. This does not require a Member of Council to publicly agree with every

decision that Council makes, but they must demonstrate respect for it and abide by it.

- (b) Consider and promote the issues of Wahta as a whole and bring these to Council.
- (c) Participate in the evaluation and revision of policies and programs.
- (d) Act in a professional manner at all times.
- (e) Serve as a liaison with external committees to which a Member of Council is appointed.
- (f) Perform any other duties or functions as directed by a Council Resolution or Motion.

7. Amendments

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