



Roles and Responsibilities of the Chief

Approval Date:	
Approved By:	
Effective Date:	

1. Policy

- 1.1 The Chief is the elected head of the Wahta Mohawks and the roles and responsibilities for this position should be defined to avoid conflict and confusion within the leadership and governance structures of the First Nation.

2. Reporting Relationship

- 2.1 The Chief shall report to and take direction from Council as a whole and shall abide by all Wahta Mohawk Council Resolutions and Motions.
- 2.2 The Elected Chief may be granted certain additional authority by Council; however, he/she is bound by the decisions of Council and cannot override any Wahta Mohawk Council Resolutions or Motions.

3. Communications

- 3.1 The Chief shall perform the following functions:
- (a) Act as the primary spokesperson or representative for the Wahta Mohawk Council at ceremonies and other special functions and have the responsibility to delegate when not available.
 - (b) Ensures Council is aware of all political, legal, and legislative issues coming through his/her office. The Chief is expected to make recommendations and offer an opinion on politically related matters.
 - (c) Serve as the primary political liaison with external governments.
 - (d) Ensure the community is aware of the decisions of Council in a timely manner through verbal and written reports on the work of Council.

4. Meetings

- 4.1 The Chief shall:

- (a) Preside over all Council meetings as the Chairperson by maintaining order and enforcing rules of procedure in accordance with the *Policy on Council Meeting Procedures*.
- (b) Call special meetings of the Wahta Mohawk Council to consider items of substantial importance, or of a time sensitive nature.
- (c) Cast the deciding vote if Council's vote is tied.
- (d) Designate a Member of Council to represent Council in his/her place, on behalf of the Wahta Mohawks, at external meetings.

5. Emergencies

5.1 The Chief shall:

- (a) Make decisions and act on behalf of Council in time sensitive situations and emergencies when a decision must be reached quickly. The Chief shall attempt to gather as much input from Council as possible prior to making any such decision, including electronic polling.
- (b) Make any decisions made under 5.1(a) known to Council as soon as possible prior to the next meeting of Council where official ratification shall be made.

5.2 The Chief is responsible for declaring any state of emergency in conjunction with the Wahta Emergency Control Group.

6. Administration

6.1 The Chief shall liaise with the Senior Administrator to ensure that the Administration is carrying out their duties according to Council's vision, resolutions, motions, strategic plan and policies.

7. General Duties

7.1 The Chief shall:

- (a) Conduct the day-to-day affairs of the Office of the Chief within the parameters established by Council.
- (b) Seek the approval of Council for any initiative not provided at the direction of a Wahta Mohawk Council Resolution or Motion.

- (c) Ensure Council conducts itself in a manner consistent with its approved policies and procedures.
- (d) Act as the signing officer for contracts approved by Council by way of a Council Motion of Resolution.
- (e) Ensure Council operates as an effective team and in a manner consistent with its approved Roles and Responsibilities policies.
- (f) Ensure the long terms needs and goals of the community are at the forefront in Council's decision making.
- (g) Serve as a member of the Wahta Emergency Control Group.

8. Amendments

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