

**MINISTER'S ADVISORY COUNCIL ON ABORIGINAL WOMEN
- POSITION DESCRIPTION -**

POSITION: Chair

REPORTS TO: Minister of Aboriginal Relations and Reconciliation

The Chair is responsible for oversight of the Council's strategic direction and excellent performance. She is the principal link between the Council, which provides strategic planning and policy oversight; the Secretariat, who is responsible for developing and finalizing the Council's strategies and policies; Ministry of Aboriginal Relations and Reconciliation (MARR) staff; and the Minister. The Chair provides guidance and advice to the Council, Secretariat and MARR staff in carrying out their shared vision and goals, and in ensuring they operate as a cohesive unit.

The Chair has the power, in good faith and intentions, to act and speak publicly on behalf of the Council. She is accountable to the Council as a whole to ensure its exceptional performance, and to the Minister of Aboriginal Relations and Reconciliation.

Key Responsibilities

- Oversee the Council's strategic direction and excellent performance
- Act with integrity and honesty to set the business and ethical tone of the Council
- Ensure that:
 - the Council has clear terms of reference, roles and responsibilities laid out in policy
 - each Council Member is aware of their role and responsibilities, and that they act in compliance with the Council's code of conduct and conflict of interest policies
 - a common understanding exists between the Council, Secretariat and MARR staff about their respective roles and responsibilities
- Keep the Minister informed of emerging issues in a timely manner
- Monitor the development and implementation of the Council's annual work plan, and ensure an annual report is submitted to the Minister
- Notify the Minister of Council vacancies, and make recommendations for appointments and re-appointments that uphold the principles of diversity, excellence, merit and regional representation
- Establish a schedule of meetings and set Council agendas in consultation with the Council, Secretariat and MARR staff

- Chair meetings to facilitate open, productive and probing discussion among Council members to determine a sound course of action and achieve consensus decision making
- Appoint the chairperson of Council committees, in consultation with other Council members
- Ensure the Council's performance is annually evaluated, and adjusted as required to ensure for excellence
- Encourage and create opportunities for Council members to engage in continuous learning and professional development
- Act and speak publicly, in good faith and intentions, on behalf of the Council as required

Working Conditions

The Chair engages frequently with the work of the Council and can expect to dedicate a minimum of 15 hours per month to this role, in addition to quarterly (4), two-day meetings. Additional meetings may be convened, as determined by the Chair or the Minister. The Chair will be compensated at a rate of \$350 per day, as pre-approved by the Secretariat. Travel expenses are reimbursed according to provincial government rates.

Skills and Abilities

- Comprehensive knowledge of Aboriginal histories, cultures and peoples, with a particular understanding of Aboriginal women's lived experiences
- Knowledge of policies and programs intended to improve the quality of life for Aboriginal women in British Columbia, and the regulatory and legal framework that governs this sector
- Active and respected within the Aboriginal community
- Outstanding interpersonal and communication skills
- High degree of emotional intelligence
- Excellent analytical and problem solving skills
- Displays a high degree of financial literacy
- An experienced leader with the ability to direct and articulate a strategic vision
- Superior facilitation skills that accomplish probing discussion and consensus decision making
- Committed to the protection of the public interest, and to sound governance practices

Core Competencies

- Strategic leadership
- Builds relationships
- Creates impact
- Integrity
- Professional awareness
- Agency governance
- Manages for results