

**MINISTER'S ADVISORY COUNCIL ON ABORIGINAL WOMEN
- CORE COMPETENCIES -**

POSITION: Vice-Chair

CORE COMPETENCIES:

The Vice-Chair has the following competencies of a Member:

- Stewardship
- Creates impact
- Teamwork
- Integrity

Plus the following:

- Leadership
- Enhanced elements of Professional Awareness
- Enhanced elements of Agency Governance

STEWARDSHIP
Stewardship means contributing unique insight to steer and articulate the Council's strategic plans, goals and objectives.
Stewardship is demonstrated by: <ul style="list-style-type: none">• Steering the Council towards its vision by developing goals and strategies that solve problems, create change or seize opportunities• Offering a unique perspective, skill set and expertise to Council plans and initiatives• Assessing the Council's plans and performance to ensure for excellence• Evaluating a full range of options before making decisions• Considering the "bigger picture" when assessing long-term impacts and before making decisions• Analyzing setbacks and seeking feedback to learn from mistakes

CREATES IMPACT

Creating impact is the ability to encourage or influence others to adopt a specific course of action that may impact plans, priorities, tasks, processes and people. It includes the use of effective techniques and facilitation skills to achieve desired results, and is accomplished by leading others with a positive attitude, energy and resilience.

Creating impact is demonstrated by:

- Presenting views and communicating ideas that are clear and well-reasoned
- Collaborating with other Council members to make consensus decisions and adopt a sound course of action
- Influencing the Council's direction by providing a unique perspective or expertise
- Assessing proposed actions with a thoughtful and strategic approach
- Respectfully probing Council members on their views, while remaining open to suggestions that achieve consensual solutions
- Knowing:
 - when to insist on seeking further information or advice
 - how to constructively, effectively and respectfully debate an issue
 - when to compromise
 - how to resolve differences

TEAMWORK

Teamwork is the desire and ability to develop and maintain cooperative, collaborative and productive working relationships. Individuals contribute to the Council as a team by encouraging one another to actively share their unique perspectives, knowledge, expertise, best practices and advice.

Teamwork is demonstrated by:

- Working constructively with other Council members to foster collegiality
- Leading positive, productive and respectful discussions
- Collaborating with others to solve problems and reach decision
- Demonstrating respect for other Council members' interests, opinions and concerns
- Dealing tactfully with disagreements, and using the situation as an opportunity to build understanding
- Maintaining a positive attitude and focusing on goals and outcomes
- Building rapport and strong relationships with other Council members, the Secretariat, MARR staff and community partners
- Supporting final decisions made by the Council

INTEGRITY

Integrity is the ability and desire to hold oneself and others accountable for acting in public and private ways that are consistent with high ethical values, principles and professional standards. It includes acting to fulfill public service values such as transparency, efficiency, honesty, financial responsibility and accountability.

Integrity is demonstrated by:

- Acting in the best interests of the Council and the public
- Upholding fiduciary duties and due diligence
- Leading action based on ethical values, even when cost or risk is associated
- Protecting confidential and sensitive information pertaining to the Council
- Supporting, respecting and promoting the principles of equity, diversity and regional representation when developing a course of action
- Setting and following policies to ensure the Council uses public funds with integrity and honesty
- Following the Council's code of conduct and conflict of interest policies
- Disclosing personal conflict of interest situations, and in such cases refraining from discussions and decision-making

LEADERSHIP

Leadership is the ability and dedication to guide the Council by initiating action, implementing its strategic plan, and mentoring and coaching the development of others.

Leadership is demonstrated by:

- Acting on behalf of, and in collaboration with, the Chair to provide guidance to the Council
- Contributing to, and elaborating upon, the Chair's vision and strategies
- Leading special initiatives as assigned by the Chair
- Monitoring the Council's strategic plan to ensure it is followed, and that policies and practices are in alignment
- Establishing practices that ensure open collaboration and teamwork among the Council, Secretariat and MARR staff
- Providing advice and mentorship to other members

PROFESSIONAL AWARENESS

Professional awareness is the knowledge of laws, practices, processes, professional skills, partners and culture specific to the Council's environment.

Professional awareness is demonstrated by:

- A thorough knowledge of the Council's business and professional environment
- Bringing the "big picture" to discussions to encourage effective decision-making
- Articulating a range of external factors that may impact the Council, such as governing laws, professional practices, partner requirements and operating culture
- Comprehending standard financial and operational practices, including financial literacy, budget development and budget implementation
- Understanding what is required to achieve excellence and leveraging this knowledge to advance the Council's accomplishments and reputation
- Keeping abreast of trends and developments that may impact the Council and creating effective strategies as required.
- Encouraging and creating opportunities for Council members to engage in continuous learning and professional development

AGENCY GOVERNANCE

Agency governance means possessing knowledge and skills to effectively govern the affairs of the Council, in alignment with its legal framework and mandate.

Agency governance is demonstrated by:

- Supporting the Chair by providing insight to matters of Council governance and accountability
- Assisting in the development of the Council's strategic plan
- Keeping the Chair informed of emerging matters
- Ensuring the Council's activities are in accordance with its mandate, governing statutes and approved work plans
- Demonstrating knowledge of requirements set out in relevant legislation or government processes
- Monitoring Council performance and providing sound advice to the Chair about changes to policies and practices
- Assisting with the development of an annual report, which is an accurate description of how the Council has met its goals
- Supporting the development of Council members by providing them with advice and encouraging professional development
- Committing to sound governance and financial practices