

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

POSITION: Chair

REPORTS TO: Minister of Indigenous Relations and Reconciliation

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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 Indigenous Relations and Reconciliation (MIRR) staff; and the Minister. The Chair provides guidance and advice to the Council, Secretariat and MIRR 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 Indigenous 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 MIRR 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 MIRR 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 Indigenous histories, cultures and peoples, with a particular understanding of Indigenous women's lived experiences
- Knowledge of policies and programs intended to improve the quality of life for Indigenous women in British Columbia, and the regulatory and legal framework that governs this sector
- Active and respected within the Indigenous 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