

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

POSITION: Member

REPORTS TO: Chair of the Minister's Advisory Council on Indigenous Women

Council members work to improve the quality of life for Indigenous women in British Columbia by providing guidance and advice to government and other organizations. Each member of this multi-disciplinary team contributes by offering her unique perspective, skill set and expertise. Council members are accountable to each other, the Chair and the Minister of Indigenous Relations and Reconciliation.

Key Responsibilities

- Prepares for and attends all Council and committee meetings, and meaningfully participates in all deliberations
- Offers a unique perspective, skill set and expertise to Council discussions
- Respectfully and constructively engages in discussion to reach consensus decision making
- Contributes to the development of the Council's vision, strategic plan and goals, and ensures that operational and financial plans are in alignment
- Stays informed about local, regional, national and global trends that may impact the Council, and proposes strategies to seize opportunities
- Chair sub-committees and lead special projects as assigned by the Chair
- Acts with integrity and honesty, and in the best interests of the Council and the public
- Complies with the Council's code of conduct and conflict of interest policies
- Discloses to the Chair any possible instances of conflict, and refrains from discussion and decision making in such cases
- Builds positive relationships with other Council members, the Secretariat, MIRR staff and community partners
- Participates in the Council's annual evaluation and helps set performance measures that are both realistic and challenging
- Participates in the Secretariat's annual review, and cooperates with any periodic reviews directed by the Minister

Working Conditions

A Member can expect to dedicate 10 hours per month to her role, in addition to quarterly (4), two-day meetings. Additional meetings may be convened, as determined by the Chair or the Minister. Members are compensated at a rate of \$250 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 legal framework that governs this sector
- Active and respected within the Indigenous community
- Communicates with respect, clarity, confidence and sound judgment
- Collaborates with others to reach decisions
- Builds strong, successful relationships
- Comprehends standard financial statements
- Committed to the protection of the public interest, and to sound governance practices

Core Competencies

- Stewardship
- Creates impact
- Teamwork
- Integrity
- Professional awareness
- Agency governance