

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

POSITION: Vice-Chair

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

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The Vice-Chair will act as the Chair in her absence or upon request. In addition to the key responsibilities laid out in the Member position description, the Vice-Chair carries out additional duties related to the responsibilities and governance of the Council.

Key Responsibilities

- In the Chair's absence, or upon request, carry out her duties and provide leadership to the Council
- Serve as an additional point-of-contact for the Council, Secretariat and MIRR staff
- Act with integrity and honesty to set the business and ethical tone of the Council
- Support the Chair with strategic planning and goal development
- Lead and embrace special initiatives that have a high profile for the Council or are more complex
- Mentor and provide advice to new appointees
- Perform other responsibilities as requested by the Chair and the Council

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 and legal framework that governs this sector
- Active and respected within the Indigenous community
- A quick thinker who can step into unexpected situations, assess the information at hand, and provide leadership

- Excellent interpersonal and communication skills
- Displays a high degree of financial literacy
- Strong facilitation skills that achieve consensus decision making
- Committed to the protection of the public interest, and to sound governance practices

### 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