

APPENDIX C



Assembly of Manitoba Chiefs
EMPOWERING OUR NATIONS

Role and Responsibilities of the Assembly of Manitoba Chiefs Regional Chief

Adopted July 31, 2019

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1. Authority and Mandate

- 1.1. The Regional Chief is elected by the Chiefs of the Assembly of Manitoba Chiefs. The Chiefs elect the Regional Chief to advance the collective position on behalf of First Nations in Manitoba at the national or inter-provincial level as mandated of the AMC Chiefs-in-Assembly.
- 1.2. The Regional Chief is a representative of the AMC, and reports to and takes direction from: the AMC Grand Chief; the AMC Executive Council of Chiefs; and the AMC Chiefs-in-Assembly.
- 1.3. All activities, meetings, correspondence and statements of the Regional Chief must be in accordance with the AMC Constitution; decisions of the AMC Chiefs-in-Assembly and Executive Council of Chiefs; direction from the AMC Grand Chief's Office; and existing AMC policies and procedures.

2. Diplomatic and Political Relations

- 2.1. All diplomatic and political relations of the Regional Chief shall be guided by First Nation traditional values of sharing, non-interference, trust, honour, respect, harmony and traditional teachings. Traditional teachings as identified by our Elders and traditional peoples to describe a way of life and daily conduct that includes: Wisdom; Love; Respect; Bravery; Courage; Honesty; Humility; and Truth.
- 2.2. Upon election, the Regional Chief shall promise and swear the attached Oath of Office (Schedule 1).

3. Role

- 3.1. The role of the Regional Chief is to liaise with the Assembly of First Nations (AFN) to communicate the position of the AMC is accurately relayed in a timely manner to ensure the rights, interests and aspirations of First Nations in Manitoba are represented at the AFN national level. As such, the Regional Chief is an elected official and is not an employee of the AMC or the AFN.
- 3.2. To effectively do this role, the Regional Chief must work with the AMC Grand Chief which will require regular communication and sharing of information.
- 3.3. Specifically, the Regional Chief shall keep records and books in order to report and take direction from the AMC Chiefs-in-Assembly, the AMC Executive Council of Chiefs, and the AMC Grand Chief, regarding any and all activities, meetings, correspondence and statements, including but not limited to:
 - a. voting on any decisions or actions that affect the Manitoba region at any or all AFN Executive Committee meetings;
 - b. deciding on fiscal resources for the Manitoba Region received by the AFN;
 - c. selecting all Manitoba representatives on any AFN committee or activity;

- d. reporting to the AMC and the AFN;
 - e. carrying out such responsibilities and obligations as may be set out in funding agreement that pertain to the Regional Chief portfolios or areas of responsibilities;
 - f. attending AFN Executive Committee meetings, AFN General and Special Assemblies, policy forums and other functions; and
 - g. Performing the general duties of the AMC Regional Chief.
- 3.4. The Regional Chief shall attend AMC Executive Council meetings in an ex-officio manner, and upon request, shall be available for AMC Chiefs' Committee meetings.
- 3.5. The Regional Chief shall sit on the AFN Executive Committee to liaise and advance the collective position on behalf of First Nations in Manitoba as representative of decisions of the AMC Chiefs-in-Assembly.
- 3.6. The Regional Chief must have:
- a. a demonstrated high moral character, and no history, or issues with substances of any kind, which could bring the office of the Regional Chief into disrepute;
 - b. knowledge of traditional First Nation teachings and contemporary practices;
 - c. a clear criminal record and child abuse registry record;
 - d. the ability and flexibility to travel extensively within Manitoba and Canada on any and all travel required; and
 - e. proficient use of computer software (Microsoft Word, Excel, PowerPoint).

4. Reports, Work Plans and Records

- 4.1. The Regional Chief shall prepare and submit written reports to both the AMC Chiefs-in-Assembly and to the Assembly of First Nations (AFN).
- 4.2. Reports to the AMC Chiefs-in-Assembly will include making a presentation and take questions, comments, and input on:
- a. written reports to AMC General Assemblies and the AMC Executive Council of Chiefs and; and
 - b. a written Annual Report to be provide at the AMC Annual General Assembly.
- 4.3. Reports to the AFN as may be required pursuant to the AMC - AFN contribution agreement(s) relating to portfolio and areas of responsibility, will also be provided to the AMC Secretariat to share with the AMC member First Nations, including:
- a. quarterly reports due one month following the end of each quarter; and
 - b. after each AFN Executive Committee meeting detailing all discussions and agenda items considered, and resolutions passed.
- 4.4. Reports are to be submitted 30 days after the reporting period to the AMC Executive Council of Chiefs, and to the AMC Secretariat for distribution to all AMC member First Nations, and must be made in accordance with the AFN standard template formats (as

amended from time to time), and identified in the AMC - AFN funding agreement for the Regional Chief, and include:

- a. A summary report;
- b. A financial report;
- c. Calendars of national meetings/events including dates and locations; and
- d. Copies of all travel itineraries, boarding passes, hotel receipts, etc.; indication of time spent on portfolios including travel and preparation time.

4.5. Books and records of the Regional Chief shall be maintained and prepared including such financial statements as are required by law and as are consistent with prudent business practices and generally accepted accounting principles, as defined within the public sector accounting and auditing Handbook of the Canadian Institute of Chartered Accountants (CICA) handbook as the case may be.

4.6. At the AMC's or the AFN's request, the Regional Chief shall provide copies of financial records and supporting documentation to the requesting party. Such copies will be provided within a timely manner.

5. Term

5.1. The AMC Chiefs-in-Assembly elects the Regional for a three-year term of office.

5.2. After the expiration of the three-year term, the Regional Chief is eligible for re-election.

6. Remuneration

6.1. The Regional Chief is remunerated with the honoraria determined by the AMC Executive Council of Chiefs, per the AMC - AFN funding agreement for the Regional Chief.

7. Code of Conduct

7.1. All conduct of the Regional Chief shall be informed by the AMC Constitution and be guided by traditional teachings, and shall act in an ethical and professional manner, to ensure:

- a. the duties of the position are carried out honestly, conscientiously and loyally;
- b. prompt, courteous and temperate performance;
- c. no engagement in public criticism of First Nations in Manitoba;
- d. conduct is in a manner that will bring credit to the AMC;
- e. the use information obtained as Regional Chief is used only for the intended purpose, and not for their own personal interests or those of other persons;
- f. active performance of duties every day unless there is a valid reason for an absence;
- g. information on decisions or individuals obtained as Regional Chief is not released or published with appropriate authorization; and

- h. no interference or attempt to organize to interfere in any way with the authority of the AMC Chiefs-in-Assembly, or AMC Executive Council of Chiefs, or AMC Grand Chief.

8. Disciplinary / Reprimand Process

- 8.1. The AMC Chiefs-in-Assembly, AMC Executive Council of Chiefs and the AMC Grand Chief will take corrective and / or disciplinary action according to:
- a. the goal and objectives of the AMC whether expressed in resolutions, motions or otherwise;
 - b. the performance and conduct of the Regional Chief, including:
 - Verbal abuse or threats;
 - Offensive gestures;
 - Condescension which undermines self-respect;
 - Harassment, including personal harassment which is objectionable conduct, comment or display, usually directed at an individual, that demeans, belittles, or causes personal humiliation or embarrassment.
 - Abuse of Authority
 - b. the nature of the misconduct and the degree of harm caused to the AMC by the misconduct;
 - c. the Regional Chief's response to past attempts at progressive discipline; and
 - d. any other circumstances which affect the relationship between the AMC Chiefs-in-Assembly, AMC Executive Council of Chiefs, or the AMC Grand Chief.
- 8.2. Cause for immediate termination includes, but not limited to:
- a. serious misconduct or neglect of duty;
 - b. insubordination, insolence or deliberate violation of any of the articles in the AMC Constitution or roles and responsibilities of the Regional Chief as mandated by the AMC Chiefs in Assembly;
 - c. breach of the *Canadian Criminal Code*, *Narcotics Control Act*, or *Food & Drug Act of Canada*;
 - d. abandonment of the position;
 - e. theft or other dishonesty;
 - f. violence against others including any AMC member First Nation Chief or AMC staff; and
 - g. deliberate or negligent conduct which embarrasses or otherwise damages the reputation of First Nations in Manitoba.
- 8.3. Where concerns are expressed by the AMC Grand Chief, Executive Council of Chiefs, or the Chiefs-in-Assembly a meeting will be called; or an addition to an agenda of a duly convened meeting to discuss next steps regarding the AMC Regional Chiefs actions. Minutes of the meeting will document the decision of the meeting, severity of the action of the AMC Regional Chief, and what procedure will be followed. These decisions will then be formally provided the AMC Regional Chief in a letter along with the date of the meeting.

- 8.4. When an issue has been identified that the Regional Chief has acted contrary to these Roles and Responsibilities, progressive measures may be taken that can include: a verbal warning; a written warning; suspension with or without pay; and / or a non-confidence vote.



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AMC Regional Chief Oath of Office

I, *INSERT ELECTED CANDIDATES NAME*, promise and swear before the Great Spirit that I will act faithfully and rightfully in my capacity as the AMC Regional Chief.

I will to the best of my ability perform all the duties required under the constitution of the Assembly of Manitoba Chiefs, the by-laws of the Assembly of Manitoba Chiefs Secretariat Inc., the Roles and Responsibilities of the AMC Regional Chief without partiality, fear or favour, for the sake of all First Nations in Manitoba.

Signature of Elected Candidate

Witness

Date