

RRFN
EDUCATION
COMMITTEE –
TERMS OF
REFERENCE

2012

1. MANDATE

RRFN Council delegates to the Education Committee will make recommendations to Chief and Council on all education issues affecting First Nation band members/residents. The Education Committee has the authority to make decisions relating to the holistic education encompassing Early Childhoods Education, elementary, secondary, and post-secondary. These decisions shall be made in a fair and objective manner.

2. VOLUNTEER COMMITTEE MEMBERSHIP

The Education Committee will consist of seven members. The committee will consist of five members with voting privileges. They can include on and off reserve band members and staff members of Rainy River First Nation. The non-voting member will be the Education Director who will also provide advisory and management functions. The other non-voting member shall be the Executive Assistant who will function as a liaison with the Chief and Council. All members must be in compliance with the RRFN drug policy and be in good standing with RRFN. (ie. Payment plan for arrears)

3. TERM

The members of the committee will continue to be mandated for an indefinite period of time.

4. RESIGNATION AND LEAVE OF COMMITTEE MEMBERS

Committee members should provide two weeks' notice of their intention to resign from the committee. No committee member is allowed to receive funding through the RRFN education budget while they are acting as a committee member. Those being approved to receive services will be considered to have resigned from the committee prior to actual receipt of services. Committee members may reapply to act as a committee member once they complete their post-secondary education or training and a vacancy is available.

5. APPOINTMENT OF COMMITTEE MEMBERS

In the event of a committee vacancy, the Education Director will notify the Manager of Administration. The MOA will implement a recruitment to appoint a new committee member. The Chief and Council will appoint all new members through a Band Council Resolution.

6. QUORUM

A quorum for the committee of five is three voting members. A quorum must be present in order for a meeting to proceed as an official meeting and for any decisions to be finalized. When a quorum is established, a meeting may proceed at the designated time. A decision is valid if a majority of the quorum present agrees.

7. COMMITTEE STRUCTURE

The Education Director will act as Chairperson for the meeting. The Chairperson is responsible for conduct of the meeting, seeking consensus, and formulating resolutions once an issue has been discussed. The Recording Secretary will be responsible for the recording and typing of the minutes of the meeting.

8. DECISION MAKING

Only voting committee members will have a vote on resolutions before the committee. The Education Director is responsible for the implementation of all decisions of the committee. The majority of the membership will decide whether a vote has been passed, rejected, or tabled for more information. If a tie occurs, a special meeting will be called where all committee members must be in attendance.

9. MINUTES

Minutes of the meetings will be taken at each meeting. Decisions must be recorded and verified for future reference. Decisions will record the mover, seconder, and results of the vote whether or not it was passed, rejected, or tabled for more information. The minutes will identify the date, time, place, attendance, and resolution and decision. The minutes will be stored in the office of the Education Director. Copies will be forwarded to Chief and Council within 2 weeks of the meeting.

10. NOTICE OF MEETING

Meetings will be held every two months on the 2nd Wednesday of the month for a maximum of 1.5 hours. The Education Director will provide a reminder of the meeting at least one day in advance of the meeting.

11. SPECIAL MEETINGS

Special Meetings may be called by the Education Director. Committee members will be given adequate notice of a meeting to be held and a reminder the day before the meeting. The Education Director will attempt to accommodate committee members in scheduling of meetings. A minimum of three working days' notice must be provided. The notice will include the date and time, location, committee name, and agenda.

12. POLICY REVIEW & SPECIAL PROJECTS

The committee will meet twice a year to update policy and/or work on special projects as deemed necessary.

13. CAUSE FOR DISMISSAL

Committee members who miss three consecutive duly scheduled meetings will be eligible to be replaced unless proper notification is given as to why the absences were necessary. In a situation where a committee member has been convicted of an indictable offence, dismissal can take place immediately. A member has breached the confidentiality of their duties; please refer to the RRFN personnel policy. Another situation would be if the committee member is in non-compliance of the drug policy. Written appeal can be made to the committee within 30 days.

14. EXPENSES

Committee members will be paid reasonable expenses such as travel, accommodations, child care and meals.

15. BUDGET

Chief and Council is responsible for the approval of an annual Education Budget.

16. CONFLICT OF INTEREST

Committee members will declare a conflict of interest when dealing with issues relating to a member of their immediate family. The immediate family is identified as the following:

- 1) son or daughter;
- 2) mother or father;
- 3) brother or sister;
- 4) husband or wife;
- 5) self
- 6) foster parents
- 7) unique situations/relationships

The committee member will leave the room to enable the other members to discuss the issue openly and honestly until a decision is reached.

17. APPROVAL OF POLICY

The Chief and Council will approve this Terms of Reference.

18. AMENDMENTS

Amendments will be recommended by the Education Committee and approved by the Chief and Council.

19. CONFIDENTIALITY

Committee members will be required to state and sign the Oath of Confidentiality; refer to RRFN Confidential Policy. Members will use information obtained in the course of the membership with all due confidentiality, and for the intended purpose only, not for his or her own interests or those of other people, failure to do so will result in dismissal of membership on a just cause basis by the committee.

In the event of written allegations that a member of the RRFN Education Committee has breached the confidentiality of his or her position, or is guilty of a similar serious behavior relating to his or her position, the education committee will meet with the member concerning the allegations as soon as possible to investigate the accusations, and will continue the investigation as deemed appropriate after the initial meeting with the accused member; refer to the RRFN Personnel Policy.

20. REPORTING

At the request of Chief and Council, the Education Committee will meet to discuss issues or provide information the council determines is necessary.

21. ROLES AND RESPONSIBILITIES

All personnel issues are the Education Directors responsibilities. Funding and Policy decisions will be concerns for the committee. Committee members will join elementary school parent councils.