



Roles and Responsibilities of Council

Approved By: **GC#332/04/11/2017**

Review Period: **Every Three Years**

Effective Date: **April 12, 2017**

Previous Version: **GC#683/08/03/2010**

1. Overview

- 1.1 As the official governing body of the Six Nations' Territory, the Six Nations Elected Council (Council) is responsible to provide leadership for the community. This responsibility is fulfilled by setting, approving and monitoring a political vision for the term of office. Council is responsible for ensuring that the political vision, mandate and activities of the organization are effectively carried out.

2. Reporting Relationship

- 2.1 Council shall inform the community of Council's and the Administration's activities and progress, including presenting an approved annual audit, at an Annual General Meeting.
- 2.2 Council shall periodically provide updates to the community through its website, its social media accounts, local media outlets and its monthly newsletter.

3. General Duties & Responsibilities

- 3.1 Council shall:
- (a) Develop a vision and ensure that organizational plans, programs, policies and services are consistent with this vision.
 - (b) Provide leadership on the needs of the community and determine what can be provided within the budget.
 - (c) Establish, review, and maintain policies within which Council and the Administration shall operate.
 - (d) Evaluate and revise policies to ensure that they are in line with the political vision.
 - (e) Monitor the progress of a comprehensive community plan.
 - (f) Keep informed of emerging and existing issues and conditions that may affect the Six Nations community.

- (g) Ensure that all applicable legal obligations are met.
- (h) Appoint an alternate Chairperson in the event the Elected Chief is unable to attend a meeting of Council.
- (i) Exercise due diligence when making decisions to protect the Council and the Administration from undue liability.
- (j) Review committees, as necessary, and define the composition and key responsibilities of each.
- (k) Approve annual departmental, administrative and political budgets.
- (l) Ensure that an effective communication strategy is created and maintained.
- (m) Identify opportunities and consider requests for joint advocacy, coalitions and other political activities.
- (n) Establish and maintain relationships with other governments.
- (o) Promote, develop and maintain a healthy, safe and viable community.

4. Responsibilities in Relation to the Senior Administrative Officer

4.1 Council shall:

- (a) Provide the Senior Administrative Officer (SAO) with direction by communicating a vision, approving policies and passing Six Nations Council Resolutions.
- (b) Ensure that the SAO develops, implements, and follows a plan, reviews it regularly, and updates it as necessary.
- (c) Hire the SAO.
- (d) Annually review the performance of the SAO.
- (e) Ensure that the SAO takes direction from Council as a whole.

5. Authorization

- 5.1 This policy was approved by Six Nations Elected Council at the General Council meeting held on April 11, 2017 by GC#332/04/11/2017 to be effective on April 12, 2017.
- 5.2 Amendments to this policy must be approved by a Council Resolution.
- 5.3 This policy repeals and replaces the previously approved version approved by SNCR No. GC#683/08/03/2010.