

Little Red River Cree Nation
Mamawi Awasis Society

Position Description and Application Requirements

i) Mandatory Requirements

In order to qualify, applicants must:

- (a) Comply with all legislated requirements for participation in Child Welfare matters;
- (b) Comply with any criteria set by any funding or other agreements relevant to Child Welfare Funding and Services to which the Nation, or Mamawi, is a party;
- (c) Provide a written application, in the form required by the Members of Mamawi;
- (d) Provide a valid child welfare check;
- (e) Provide a current criminal record search;
- (f) Must be over 18 years of age; and
- (g) Must be on the current band membership list maintained by the Nation.

Applicants are not eligible to become a member of the Board of Directors if they are Mamawi employees, a member of LRRCN Chief and Council, or a Director of any LRRCN programs.

Specifically, all Applicants must:

- 1.) Submit a completed Application Form, in the form provided with the Request for Applications;
- 2.) Submit a completed Application Form by July 13, 2018;
- 3.) Submit the following searches, showing no negative results and issued within 6 months of the July 26, 2018 Annual General Meeting. These searches must be submitted with the Application Form and not later than July 13, 2018:
 - Intervention Record Check (formerly known as Child Welfare Check, also known as a CYIM Check)
 - Criminal Record Check (including vulnerable sector search)

Note: normally these searches are received within 2 weeks of your request for them to the RCMP (Criminal Record Check) and (Intervention Record Check) to Mamawi.

If your search takes longer and you don't have these documents by the July 13, 2018 deadline, unfortunately incomplete or late applications will not qualify for consideration. For individuals in that situation we suggest planning to apply again in 2019 but submitting the search request in approximately March 2019 so the searches will be ready for the 2019 application deadline.

- 4.) Participate in an in person interview with the Members of Mamawi, if requested, prior to the date of the Mamawi Annual General Meeting, likely the week of July 16, 2018.

ii) Position Description

The Mamawi Board of Directors is part of the governance structure of Mamawi and makes important policy, governance and financial decisions regarding the operations of Mamawi. 3 members of the Board of Directors will also be appointed as officers, such as the President, Vice President and Secretary/Treasurer.

iii) Requirements of Board Participation

Applicants for the position on the Board of Directors of Mamawi Awasis Society should be able to meet the following requirements:

- 1.) Attend regular Board meetings, both in and outside of the community, possibly as often as once a month;
- 2.) In addition to Board meetings, attend regular meetings with the Members of Mamawi Awasis to report on the Board's activities and status of Mamawi's finances;
- 3.) Devote time to regular review of key Mamawi documentation, including financial statements and budgets;
- 4.) Be able to review, discuss and critique important policy documents for Mamawi, including employment policies;
- 5.) Attend at and participate in training sessions relevant to Board governance and Child and Family Services policy issues;
- 6.) Attend at and participate in meetings with key government contacts;
- 7.) Be comfortable contacting, and giving instructions to, Mamawi's lawyer;
- 8.) Supervise and instruct Mamawi's Executive Director;

- 9.) Be able to meet the estimated time commitment for the position, being approximately 16 hours/month; and
- 10.) Have approval from your employer, or available holiday time to take time off to attend to Mamawi business/attend meetings. (*Please note: Nation employees should be aware that Nation employees have the choice of being paid salary or honoraria for a normal work day where they are away at a Board meeting. There will not be payment of both salary and honoraria [see attached BCR030912C dated September 12, 2003].

iv) Other Qualifications

Generally speaking, Applicants should have the following qualifications:

- A strong knowledge of, and commitment to advocating on, issues affecting youth in the Little Red River Cree Nation community;
- Experience working with, or sitting on a Board of, a not for profit organization;
- A comfort level with reading longer documents and contracts;
- A comfort level with reading financial statements and budgets;
- A flexible schedule that will permit attendance at Board and Member meetings;
- A willingness and ability to volunteer their time for Board activities. The Board of Director's position is not a paid position – Board members only receive a per diem and travel expenses for Board meetings. There is considerable work and reading to be done outside/ prior to Board meetings that is not paid.