

## SPECIAL EDITION: FRAFS EXECUTIVE COMMITTEE TERMS OF REFERENCE

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In June 2007, the Executive Committee (EC) of the Fraser River Aboriginal Fisheries Secretariat (FRAFS) struck a sub-committee tasked with reviewing and updating the EC Terms of Reference (TOR). It was felt by the EC members that seeking feedback from the Watershed would help to ensure that the FRAFS TOR will meet the needs of Fraser First Nations. One of the reasons that the FRAFS exists is to support Fraser First Nations, so in order to reach as many communities as possible, we are circulating the draft TOR via the Watershed Talk for your review and comments (see attached).

The Terms of Reference is an important document which determines the Executive Committee's process for dealing with such issues as:

- Executive Committee composition
- First Nations representation
- FRAFS staff positions
- Standards of conduct and evaluation:
- Executive Committee obligations and responsibilities

In order to finalize the TOR in a timely fashion and move forward on these issues, we ask that you please send us your feedback by Thursday, November 15, 2007. Questions, comments and/or suggestions can be forwarded to Aimee Arsenault, FRAFS Communications Coordinator, by post, phone, fax or email using the contact information below. Feedback will be discussed at the FRAFS Executive Committee meeting on Thursday, November 20, 2007, and a final copy will be made available on the FRAFS website shortly thereafter.

Thank you in advance for your feedback,

*Aimee Arsenault*  
FRAFS Communications Coordinator

# **TERMS OF REFERENCE FOR THE EXECUTIVE COMMITTEE (DRAFT)**

## *Fraser River Aboriginal Fisheries Secretariat*

### **Reference to:**

The Executive Committee has the authority and responsibility to oversee the operations of the Fraser River Aboriginal Fisheries Secretariat, and maintain good relations with the members.

### **Executive Committee Composition:**

The Executive Committee will be comprised of 6 regionally selected First Nation delegates, representing geographically the (Upper, Middle and Lower Fraser River regions), 3 DFO representatives including two Area representatives and an ex-officio regional representative) who will fully participate in the FRAFS. Additionally other ex-officio members can be brought in from time to time as agreed to by the Executive Committee

### **First Nations Representatives:**

The First Nations members of the Executive Committee each represent a region of the watershed, and are chosen/appointed through a process that is agreed to by the First Nations within each of the regions. The Executive Committee members have 2-year terms and appointment of new members should be staggered to maintain continuity. Executive Committee members may be reselected every two years or replaced.

Any vacancy occurring on the Executive Committee in between those members' terms shall be filled by appointment through the regional bodies. Interim Executive Committee appointments shall be acknowledged by the FRAFS membership at the Tier 1 meeting following that appointment.

Further defined, the appointments of EC Members will be through a collaborative process that involves as many First Nations as possible within a given Region(s). The Executive Committee appointments include new appointments, reappointments and interim appointments.

Executive Committee members may but do not necessarily represent any First Nation or Tribal Government. EC members represent their geographic region.

The representatives that have been appointed must possess the relevant skills to participate in the FRAFS Executive Committee process. These relevant skills have been identified as follows:

- Organization of/and ability to participate effectively in meetings
- Problem solving ability
- Make good decisions
- Deal with conflict

**Chair:**

The Chair maybe appointed from outside the membership of the Executive Committee or could be appointed from within the EC itself. The term of the appointment will be 2 years. With sufficient time prior to the end of that term there will be a call for indications of interest and within a timely manner a subcommittee of the EC will recommend a ranking of candidates. A final decision on an appointment will be made by consensus of the EC.

**Standards of Conduct and Evaluation:**

If a delegate of a region fails to meet the minimum standards for participation then the Executive Committee may request that the region supply an alternative delegate.

EC meetings are planned in advance therefore there should be no reason for an EC member to miss more than 3 meetings in a row.

The EC may choose to do an evaluation of EC members and the EC Chair from time to time. and The member being evaluated will have the opportunity to provide an evaluation of their performance. A summary of the evaluations will be provided in a report to the EC.

**Obligations:**

Questions arising at any meeting of the Executive Committee will be decided by consensus.

Consensus is defined as 2/3 of the Executive Committee in agreement. Matters of substantive issues will be canvassed with Executive Committee members not in attendance for consensus based issues via written communication (e-mail or fax). No substantive issues can be decided upon if there is not a quorum of a minimum of 4 First Nations and 2 DFO Executive Committee members.

The Communications Coordinator of the Fraser River Aboriginal Fisheries Secretariat will serve as Secretary to the Executive Committee and will provide the minutes for the meetings. The Executive Committee Chair will identify the agenda for the Executive Committee meetings. Minutes of the meetings of the Executive Committee will be made available to Fraser First Nations and DFO.

The Executive Committee will meet on a monthly basis. Meetings will alternate between conference calls and in-person meetings.

### **Responsibilities:**

The function of the FRAFS Executive committee is to provide specific direction to the staff of FRAFS as to how to carry out the goals and objectives that have been discussed with the members. The functional responsibilities of the Executive Committee will be to ensure that:

- a. Vision, purpose and goals are set and achieved.
- b. Leaders' policies are set and implemented.
- c. Organization is well-managed.
- d. Finances are sound.
- e. It's own work is defined and managed.

Additional responsibilities will be to adhere to and include:

1. Standards of Performance, which offers:
  - a. Fiduciary obligation to their members, this obligation requires the EC to act in the best interests of:
    - i. All members
    - ii. The organization
  - b. Good communications so the members are aware of the key issues that the EC is dealing with and ensure that the members are consulted on important decisions.
1. Carry out work planning for the FRAFS organization, including establishing a schedule of meetings and timelines consistent with meeting the FRAFS objectives.
2. Review and approval of the annual budget, and review/approval of regular financial and progress reports from the Executive Director.
3. Provide direction to the Fraser Watershed Joint Technical Committee regarding issues and initiatives that the EC wishes to have addressed, and reviewing/approving the deliverables from the Joint Technical Committee.
4. Provide direction to, review, and approve the Executive Director's work plan and schedules.
5. Evaluate the activities and deliverables of the Executive Director and other Secretariat staff.
6. Negotiate and achieve consensus on a process to provide for meaningful Fraser First Nations' participation in the development of the IFMP.
7. Provide guidance and oversight to the Tier 1 formation process.
8. Establish and maintain a formal relationship with the Fraser Basin Council.
9. Consideration and approval of policy issues pertaining to Secretariat staff.
10. Consideration and approval of editorial policies and oversight of content of Secretariat publications.

11. Consideration and approval of the Annual Report of the Secretariat prepared by the Executive Director.
12. From time-to-time will report back to, or solicit information from their regional group(s) either directly or via the FRAFS Communications Coordinator for discussion and input.