



Métis Women
British Columbia

Women's Governance Policy Manual



MÉTIS NATION
BRITISH COLUMBIA

POLICY SECTION 500 MÉTIS WOMEN BC

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POLICY 510

Métis Women BC Strategic Direction and Mandate

The Métis Women BC (MWBC) maintains its own set of governing and guiding principles in support of the vision and mandate of the Métis Nation British Columbia (MNBC).

MWBC Mission Statement:

The Métis Women of British Columbia have an agenda of an open heart. As MWBC members, we respect and trust in the process. We encourage respectful relationships, principles and procedures.

MWBC Vision Statement:

Métis women are thriving and find nourishment and joy through participation as empowered leaders in the Métis Nation. They take pride in their identity as Métis women and their voices are heard and honoured in our communities and Nation.

MWBC Mandate:

The MWBC is the elected voice for all the Métis women in British Columbia. The MWBC is entrusted to enhance and empower the rights of Métis women. The MWBC is also entrusted to ensure, by working with the MNBC and its recognized affiliates, that Métis women's aspirations are included at the community, regional, provincial, and national level to promote the social, economic, cultural, and political well-being of all Métis women.

MWBC Guiding Objectives and Principles:

The MWBC is committed to promoting opportunities for Métis women to share their skills and accomplishments and to achieve their full potential. The MWBC will advocate on behalf of all Métis women and support them: in maintaining their pride in who they are; in retaining the culture, language, and traditions of the Métis people; in nurturing healthy families and communities through sustaining a healthy lifestyle; in respecting the diversity and uniqueness of all Métis people; in honouring our Elders and Knowledge Keepers and valuing their knowledge; and in managing and preserving our natural resources for future generations.

MWBC Roles and Responsibilities:

The MWBC will provide an infrastructure for all Métis women in British Columbia within the MNBC. The MWBC welcomes the participation of all Métis women as volunteers to support Regional Representatives and Community Representatives. The MWBC will address issues in a manner that reflects the changing needs of all Métis women in British Columbia and will be sensitive to the diversity between these needs in urban and rural communities.

Procedures

1. The MWBC Provincial Governance Council will collectively develop and maintain a mandate, guiding principles, goals and objectives statements, and a strategic direction for the MWBC.

POLICY 520

Métis Women BC Provincial Governance Council Structure

The Métis Women BC (MWBC) Provincial Governance Council is comprised of a Provincially elected Women's Chairperson and seven elected Regional Women's Representatives.

The seven Regions represented by the MWBC Provincial Governance Council include:

Region 1: Vancouver Island

Region 2: Lower Mainland

Region 3: Thompson/Okanagan

Region 4: Kootenays

Region 5: North Central

Region 6: Northwest

Region 7: Northeast

The MWBC Provincial Governance Council is mandated to govern the MWBC by setting direction and policy, and by providing leadership to all Métis women in British Columbia.

POLICY 521

Métis Women BC Provincial Governance Council Authority

The Métis Women BC (MWBC) Provincial Governance Council derives its authority from the MNBC Constitution, the MNBC *Women's Act*, and any related policies and procedures of the MWBC.

The MWBC Provincial Governance Council is elected by the Métis women in British Columbia to conduct the affairs of the MWBC. The Provincial Governance Council acknowledges that its role is a governance role.

The MWBC Provincial Governance Council governs as a collective. Decisions are made by consensus and are confirmed by motions/resolutions at meetings of the Provincial Governance Council.

The MWBC Provincial Governance Council commits to creating an opportunity for each member to be heard. The Provincial Governance Council utilizes traditional circles when engaging in collaborative decision-making.

POLICY 522

Métis Women BC Subcommittees

The Métis Women BC (MWBC) Provincial Governance Council may establish Standing Subcommittees to meet the ongoing requirements of the MWBC.

In addition, the MWBC Provincial Governance Council may establish Ad-Hoc Committees as the need arises. Ad-Hoc Committees will continue to exist until their mandates have been completed.

The terms of reference, membership and authority of each Subcommittee of the MWBC Provincial Governance Council will be defined in writing prior to the commencement of that Subcommittee's operation.

Subcommittees may only function with a majority of designated members in attendance.

Subcommittees may not make decisions on behalf of the MWBC Provincial Governance Council. Any decisions of Subcommittees will become recommendations to the MWBC Provincial Governance Council as a whole.

Subcommittees of the MWBC Provincial Governance Council may not direct staff.

Procedures

1. Each Subcommittee will meet at the call of the MWBC Provincial Governance Council.
2. Each Subcommittee will produce and distribute an agenda for each meeting.
3. Subcommittees will make decisions by consensus. Where a consensus is not possible, they will so advise the MWBC Provincial Governance Council.
4. Subcommittees will provide the MWBC Provincial Governance Council with written recommendations arising out of meetings.

POLICY 530

Métis Women BC Provincial Governance Council Meetings

Regular Meetings

Regular meetings of the Métis Women BC (MWBC) Provincial Governance Council will be held at least four times per year, at a time, date and location, or by teleconferencing, as determined by the MWBC Provincial Governance Council.

Closed Meetings

Closed meetings (formerly in-camera meetings) may be convened at the MWBC Provincial Governance Council's discretion. The requirement for a closed session may encompass an entire meeting or a portion of a regular meeting.

Names of MWBC Provincial Governance Council members participating in the closed meeting will be recorded. All discussions during an closed meeting will be off the record.

All motions are to be recorded during the closed meeting, with a notation of the mover and seconder.

A summary of motions/actions/decisions made will be recorded by the Secretary or designate and provided at the next meeting. _

Procedures

1. A quorum of the MWBC Provincial Governance Council is a majority of representatives holding office.
2. Three working days prior to a meeting, the agenda will be provided electronically.
3. The Women's Provincial Chairperson, or a Provincial Governance Council member delegated this responsibility, will chair the meeting.
4. Meetings are to be conducted using *Roberts Rules of Order* as a guideline.

POLICY 540

Métis Women BC Provincial Governance Council Roles and Responsibilities

The roles and responsibilities of the Métis Women BC (MWBC) Provincial Governance Council members include:

1. Holding a voting seat on their respective Regional Governance Councils.
2. Attendance at all meetings of the MWBC Provincial Governance Council, Métis Nation General Assembly, and the Métis Nation BC (MNBC) Annual General Meeting.
3. Responsibility for establishing and communicating the mandate, guiding principles, goals and objectives of the MWBC, and for defining the parameters within which the MWBC operates.
4. Setting long- and short-term goals of the MWBC.
5. Representing the MWBC's mandate, guiding principles, goals and objectives to the citizenship of the MNBC, the chartered Métis communities, governments, funding agencies, foundations and other Indigenous organizations.
6. Ensuring Métis community awareness regarding the purpose, programs and services for Métis women throughout the Province of British Columbia.
7. Participation in issue clarification and resolution.
8. Responsibility for maintaining and promoting a professional image consistent with MNBC policy.
9. In their capacity as Regional Representatives, they will to the best of their ability:
 - 9.1. Represent the interests of all Métis women in their respective regions.
 - 9.2. Listen and communicate the voice of all Métis women and advocate on their behalf.
 - 9.3. Support Métis community development and leadership development when the opportunity arises in their respective regions.
10. Provide advance notification by contacting the meeting chairperson if unable to attend a MWBC Provincial Governance Council meeting.
11. Read all minutes and reports in advance of meetings to identify errors, omissions and actions that may require follow-up.
12. Prepare reports, motions, resolutions, or policies as required.
13. Maintain communication with Métis women within their respective regions, keeping women informed and up to date on current information, meetings, plans and goals of the MWBC.

POLICY 541

Métis Women BC Role of the Provincial Chairperson

As a provincially elected Board Member and elected Women's Provincial Chairperson, the Métis Women BC (MWBC) Chairperson attends all Provincial Governance Council meetings, Métis Nation General Assembly, and the MWBC Annual General Meeting.

The Provincial Chairperson supports and ensures the effective governance of the MWBC. The Chairperson is responsible for carrying out the wishes of the MWBC Provincial Governance Council in relation to the strategic direction, and priorities of the MWBC.

The position is responsible for the proper issuing of Notice of Meetings and agenda preparation for the Provincial Governance Council and ensuring that directions and or resolutions of the Provincial Governance Council are carried out.

In the event of her absence, the Provincial Chairperson ensures that there is a chairperson for meetings of the MWBC Provincial Governance Council.

The Provincial Chairperson presents an Annual Report of the MWBC activities at the MNBC Annual General Meeting, and furthermore reports on MWBC as requested by the MNBC Board of Directors.

The Provincial Chairperson will hold a ministerial assignment as the Provincial Minister for Women and Gender Equity.

The Provincial Chairperson represents the MWBC at affiliated Métis Women's meetings and events or appoints an alternate representative to attend.

The Provincial Women's Chairperson will only cast a vote in the event of a tie vote. If another MWBC Provincial Governance Council member is serving as chair, they will only cast a vote in the event of a tie vote.

POLICY 542

Métis Women BC Role of the Provincial Vice-Chairperson

The Vice-Chairperson of the Métis Women of BC (MWBC) Provincial Governance Council attends all meetings of the MWBC Provincial Governance Council and the MNBC Annual General Meeting. The Vice-Chairperson also assists the Women's Provincial Chairperson, as directed, in the performance of the duties of the Women's Provincial Chairperson.

As needed, the Vice-Chairperson carries out the duties of the Women's Provincial Chairperson, when the Women's Provincial Chairperson is absent.

The Vice-Chairperson performs such other duties and responsibilities as delegated by the MWBC Provincial Governance Council and the elected Women's Provincial Chairperson.

POLICY 543

Métis Women BC Role of the Secretary

The Secretary of the Métis Women BC (MWBC) Provincial Governance Council ensures that minutes of meetings of the Provincial Governance Council are properly recorded, distributed and approved.

Further, the MWBC Secretary ensures that copies of all minutes of meetings are distributed to the MWBC Provincial Governance Council and designated staff in a timely manner.

A written copy of approved meeting minutes is filed at the Métis Nation BC (MNBC) office.

POLICY 550

Métis Women BC Policy Development

Métis Women of British Columbia (MWBC) policies, including any procedures established, function as a component of the Métis Nation British Columbia (MNBC) policies.

The MWBC will draft and recommend appropriate policies and procedures regarding governance of the MWBC to the MNBC Board of Directors.

Procedures

1. MWBC Policies will be reviewed biannually (or more frequently as required) to identify a need for new and/or revised policies and procedures.
2. The MWBC Provincial Governance Council will make revisions and/or additions to the policies and procedures that meet the requirements of the Provincial Governance Council, and will recommend approval of the new and/or revised policies and procedures to the MNBC Board of Directors.
 - 2.1. New and/or revised policies and procedures must be approved by a majority of the Provincial Governance Council.
3. New and/or revised policies and procedures become effective immediately after approval by the MNBC Board of Directors, unless otherwise documented at the time of approval.

POLICY 560

Métis Women BC Community Representatives Roles and Responsibilities

Community Representatives are appointed or elected at the discretion of each Chartered Community throughout the province.

The Role of the Community Representative is to:

- Represent the interests of all Métis women in their respective communities.
- Listen to and communicate the voices of Métis women in their respective communities, and advocate on their behalf.
- Communicate with the Métis women in their respective communities regarding their role as a Community Representative.

The Regional Women's Representatives will periodically engage with communities for updates. The Representatives will share information with the MWBC Provincial Governance Council and support staff to update the contact database.

POLICY 561

Métis Women BC Community Representative Designation

The process of designating a MWBC Representative at the community level is governed by the Chartered Community. The Representative may be appointed by the Chartered Community Board of Directors, or elected as part of the Chartered Community's Annual General Meeting.

When a vacancy occurs, the Chartered Community will decide how to fill said vacancy and may approach the Regional Women's Representative for support or assistance. There are no limitations on the number of terms a Community Representative of the Métis Women BC (MWBC) may serve; the Representative must, however, be a Métis Chartered Community member who is a woman.

Every candidate for Community Representative should possess the following credentials:

- A Métis woman who is a member of the Chartered Community, according to the Chartered Communities' membership and governance policy.
- A commitment to the mission of the MWBC and the mission of the Métis Nation BC (MNBC).
- A commitment to attend their Chartered Community meetings, and MNBC Annual General Meetings and Métis Nation General Assembly at the discretion of their Chartered Community.
- A commitment to support the delivery of women's programming at the community level, and to communicate related information to women at the community level.

Procedures

1. A Chartered Community Board of Directors may designate a Community Representative in the manner in which it sees fit. The Representative may be appointed by the Board or elected as a Director at the AGM of the Chartered Community.
2. Regional Women's Representatives may, from time to time, follow up with Chartered Communities to ensure that a Community Representative is in place.