

JOB DESCRIPTION

JOB TITLE	Governance Officer
MINISTRY/DEPARTMENT	Governance
REPORTS TO	Chief Operating Officer
JOB FAMILY	Leadership
CLASSIFICATION LEVEL	Level 5
DATE CLASSIFIED	October 31, 2025

POSITION SUMMARY

Reporting to the Chief Operating Officer, with functional accountability to the Chief Executive Officer and Board of Directors, the Governance Officer provides corporate leadership and statutory oversight across MNBC's governance and board operations, and assembly functions. This role ensures MNBC's governance systems are transparent, complaint, and consistently applied across all ministries and governing bodies, upholding the Nation's accountability to Métis citizens.

The position shapes and modernizes MNBC's governance, Board operations and assembly support functions. It wears three distinct but complementary hats, Governance Officer, Corporate Secretary, and MNGA/AGM Clerk, each requiring professionalism, discretion, and a clear understanding of its independent accountability.

As Governance Officer, the position leads the design, modernization, and continuous improvement of MNBC's governance frameworks, policies, and systems, ensuring alignment with MNBC's Constitution, bylaws, and legislation. The role advises the COO, CEO, and Board on governance strategy, risk, and compliance, and ensures that Métis values and Nation-building principles are reflected in all governance practices.

As Corporate Secretary, the position acts as MNBC's statutory corporate officer, providing independent, impartial advice to the Board and Committees on procedural integrity, ethical conduct, and compliance with legislation and policy. The Corporate Secretary serves as the conduit of communication between the Board, management, and Métis Citizens, and ensures that Board and Committee meetings, resolutions, and records are prepared and maintained with accuracy, confidentiality, and transparency.

As Clerk to the Métis Nation Governing Assembly (MNGA) and Annual General Meeting (AGM), the role supports the Speaker/Chair and delegates to ensure fair, transparent, and procedurally sound proceedings. When acting in this capacity, the Clerk is responsible to the Assembly itself, not to the Board, maintaining neutrality and safeguarding the democratic integrity of the Nation's decision-making processes.

Through these combined functions, the Governance Officer ensures that MNBC's governance remains citizen-centred, transparent, and responsive, translating complex legislative and policy obligations into practices that build confidence among Métis Citizens and uphold MNBC's public accountability.

The department includes functions responsible for Board operations, governance modernization, MNGA coordination, and community governance support. Together, these areas form MNBC's corporate governance system, led and overseen by this position.

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Overall, this position serves as a trusted advisor and governance professional, ensuring MNBC's governance systems are transparent, culturally grounded, and credible, anchored in Métis self-government, the rule of law, and the principles of good corporate citizenship.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

Strategic Governance Leadership

- Lead the development, modernization, and continuous improvement of MNBC's governance frameworks, policies, and systems to ensure alignment with the MNBC Constitution, bylaws, and relevant legislation.
- Develop and oversee the Nation's Delegation of Authority Framework, ensuring clarity of roles and decision-making powers across the Board, Committees, and administration.
- Provide advice to the CEO, COO, and Board of Directors on governance strategy, compliance, and organizational accountability.
- Monitor governance trends, risks, and best practices in Indigenous and public-sector governance, and recommend reforms that strengthen integrity, transparency, and efficiency.
- Champion the embedding of Métis values, culture, and self-government principles in all aspects of MNBC's governance systems, ensuring decisions are both culturally grounded and procedurally sound.
- Ensure governance systems are citizen-centred, reflecting the rights, interests, and expectations of Métis Citizens in the Nation's decision-making processes.

Board & Committee Oversight

- Serves as MNBC's Corporate Secretary and statutory officer, ensuring the procedural integrity of all Board and Committee meetings and decisions.
- Provides independent, impartial advice to the Board, Committee Chairs, and senior executives on governance, conflict of interest, and fiduciary responsibilities.
- Oversees Board and Committee planning, including annual calendars, agenda design, and document flow, ensuring that decision-making is timely, informed, and compliant with the Board Policy Manual.
- Reviews and validate all Board and Committee materials for completeness, accuracy, and alignment with governance standards and legislative requirements.
- Oversees the Board Operations team, ensuring Secretariat services—including minutes, resolutions, and action tracking—are delivered to a professional standard.

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- Supports the Board in ensuring ethical conduct, procedural fairness, and effective governance dynamics.
- Coordinates onboarding, training, and evaluation processes for Board and Committee members, promoting continuous learning and strong governance performance.
- Ensures governance documentation standards, decisions, and records are applied consistently across all MNBC governance bodies and ministries.

MNGA / AGM Clerk Responsibilities

- Serves as Clerk to the Métis Nation Governing Assembly (MNGA) and Annual General Meeting (AGM), ensuring the proceedings are fair, transparent, and procedurally sound.
- Acts independently when serving as Clerk, reporting directly to the Assembly through the Speaker or Chair, not to the Board or administration.
- Ensures that all resolutions, votes, and minutes of the Assembly are accurately recorded, certified, and preserved as part of MNBC's official governance record.
- Provides independent procedural direction during Assembly proceedings and determine the final record of decisions to ensure legislative and constitutional compliance.
- Coordinates logistics, delegate registration, and procedural protocols to ensure inclusive participation and adherence to the Constitution.
- Supports the Speaker/Chair in managing MNGA and AGM proceedings in a manner that is transparent, orderly, and consistent with MNBC's Constitution, bylaws, and Métis cultural protocols, drawing on Robert's Rules of Order as a reference tool rather than a governing authority.

Governance Capacity-Building

- Leads governance training and development programs for Chartered Communities, Regional and Provincial Governance Councils (Métis Women BC, Métis Youth BC, 2SLGBTQIA+), and MNGA Committees.
- Oversees the creation of governance toolkits, templates, and resources to support Chartered Community boards and Councils in strengthening bylaws, elections, reporting, and accountability.
- Coaches MNBC leaders and staff on governance obligations, policy interpretation, and ethical decision-making, fostering a culture of good governance across the Métis Public Service.
- Partners with Knowledge Keepers and cultural advisors to embed Métis languages, traditions, and protocols into governance training and events.
- Strengthens MNBC's overall governance maturity by ensuring consistent practices and shared understanding of accountabilities across all levels of the organization.

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Elections Oversight

- Leads MNBC's elections compliance function, ensuring all election processes are transparent, fair, and consistent with MNBC Legislation and policies.
- Coordinates the Request for Proposals and oversight of the Chief Electoral Officer in partnership with the responsible department, ensuring adherence to MNBC's procurement and finance policies.
- Serves as MNBC's internal contact for election appeals or disputes, maintaining impartiality and procedural integrity.

Risk Management & Compliance

- Identifies, assesses, and mitigates governance-related risks, ensuring compliance with statutory, regulatory, and policy obligations.
- Oversees corporate filings, records management, and legal documentation required for MNBC's continued good standing as a Métis government.
- Develops governance risk management tools, including compliance trackers, resolution monitoring, and governance evaluation frameworks.
- Ensures ethical and procedural compliance for all governance functions, including conflict of interest management and reporting transparency.
- Provides timely advice to the CEO, COO, and Board on governance risks that may affect MNBC's credibility or operational integrity.
- Leads the development of corporate governance reporting to measure progress toward transparency and accountability commitments.

Team & Department Leadership

- Provides leadership to the Governance and Board Operations teams, setting strategic direction, priorities, and performance standards.
- Mentors managers and staff, promoting professional development, cultural humility, and accountability.
- Manages departmental budgets and resources strategically, ensuring efficiency and alignment with MNBC's broader priorities.
- Fosters a collaborative, high-performing culture rooted in MNBC's values of respect, integrity, kindness, and teamwork.
- Promotes an environment that values ethical conduct, continuous improvement, and service to Métis Citizens.

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Stakeholder & External Relations

- Acts as MNBC's senior representative on governance matters with external regulators, funding agencies, and government partners.
- Builds and maintains trusted relationships with Métis Citizens and Chartered Communities, and partner organizations, ensuring governance processes are transparent, credible, and responsive.
- Supports constructive, respectful relationships between the Board, administration, Chartered Communities, and Citizens, strengthening democratic engagement and public confidence.

Other Responsibilities

- Participation in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Direct Reports

- Board Operations Manager
- Manager of Governance

QUALIFICATIONS

Education & Experience

- A graduate degree in Public Administration, Political Science, Law, Business Administration, Indigenous Governance or a related discipline from a recognized post-secondary institution; an equivalent combination of education and senior-level experience will be considered.
- Minimum ten (10) years of progressive experience in governance, legal, policy, or executive advisory roles, including at least five (5) years at a senior management or executive level providing advice to Boards, Councils, or elected leadership on governance, compliance, or constitutional matters.
- Advanced certifications or professional designations in governance, law, or corporate compliance (e.g., Governance Professional, Chartered Governance Professional (CGP), certification in Board Governance, or recognition as a registered governance professional and/or parliamentarian are considered assets.
- Proven track record leading or modernizing governance systems, including bylaw or constitutional reform, delegation of authority frameworks, board policy manuals, and governance evaluation processes.
- Extensive experience leading multi-disciplinary teams, including managers and professional staff, with accountability for strategic planning, budgets, and performance management in complex or multi-stakeholder environments.

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- Advanced understanding of MNBC's legislative and governance structures, or the demonstrated ability to quickly acquire and apply this knowledge in practice.
- Experience serving as or supporting a Corporate Secretary or Clerk role, including responsibility for the integrity of meetings, records, and corporate filings.
- Experience fostering culturally grounded governance practices, integrating Indigenous values, protocols, and traditions into formal governance processes and decision-making frameworks.

Knowledge, Skills & Abilities

- Expert knowledge of governance frameworks, corporate and administrative law, bylaws, and compliance obligations relevant to Indigenous governments, Crown entities, and not-for-profit organizations.
- Strong understanding of Métis self-government, MNBC's legislative framework, and the relationships between the Constitution, bylaws, policies, and governing bodies.
- Advanced knowledge of parliamentary procedure and meeting management, with the ability to apply these principles flexibly and respectfully within a Métis cultural and constitutional context.
- Demonstrated ability to provide independent, impartial, and confidential governance advice to elected leaders and executives on complex or politically sensitive matters.
- Exceptional analytical and problem-solving skills, with the ability to interpret legislation, assess governance risks, and recommend practical, strategic solutions.
- Strategic systems thinker able to connect governance, risk, compliance, and performance frameworks across a multi-layered organization.
- Strong political acuity and emotional intelligence, with the ability to navigate sensitive relationships, anticipate emerging issues, and maintain credibility and discretion at all times.
- Superior written and verbal communication skills, including the ability to draft clear, persuasive reports, policies, and official records suitable for executive and board audiences.
- Highly skilled in facilitation and consensus-building, able to guide discussions toward balanced, lawful, and culturally respectful outcomes.
- Demonstrated capacity to build governance literacy and capability, designing training, tools, and resources that strengthen understanding and accountability at all levels of the organization.
- Culturally fluent and respectful of Métis traditions, values, and knowledge systems, with the ability to integrate Indigenous governance practices into formal structures and processes.
- Leadership excellence, with the ability to mentor, inspire, and hold teams accountable to professional standards while fostering collaboration, humility, and continuous improvement.
- Advanced proficiency in digital governance tools and systems, including board management platforms (e.g., OnBoard, Diligent), secure document management, and electronic recordkeeping.
- Commitment to the highest standards of ethics, integrity, and service, acting at all times as a trusted steward of MNBC's governance credibility and public confidence.

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Other Requirements

- Eligible for appointment as a Commissioner for Taking Affidavits in the Province of British Columbia, or willingness to obtain.
- Willingness and ability to travel within BC and nationally, as required.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.