



K'ómoks First Nation

**K'ómoks First Nation Education and Capacity Development  
Advisory Committee**

**Terms of Reference**

Date established: May 20,2020

Date of last review:

**Definitions**

“Immediate Family” means any of: spouse (including common law), father and/or mother (paternal, step or in-law), child, step-child, foster child, brother, sister, grandmother or grandfather.

“Chief” means the elected K'ómoks First Nation band chief.

“Councillor” means an elected K'ómoks First Nation band councillor.

“Education Coordinator” means the person hired to perform duties related to Education and Capacity Development.

“Band Administrator” means the person hired by Chief and Council to oversee all administration programs for the K'ómoks First Nation. Is the spokesperson and takes direction from Chief and Council.

**Name and Type**

K'ómoks First Nation Education and Capacity Development Advisory Committee.

**General Purpose and Mandate**

The K'ómoks First Nation Education and Capacity Development Advisory Committee is to provide insight and advice to the KFN Chief and Council and/or Education Department with regard to KFN Education and Capacity Development related activities for supporting the safe, effective and fair delivery and operation of all Education to Community Members.

**Key Duties and Responsibilities**

The Committee may make recommendations to the Chief and Council on any Education and Capacity Development matter; recommendations are submitted through the Education Coordinator and Band Administrator to Council for approval.

The Committee will review the following draft and existing policies and Agreements:

- Post Secondary Education Policy
- Local Education Agreement (LEA)
- Capacity Development Policy (Still to be drafted)
- And any future policies and agreements

### **Appointments and Composition**

Appointment to the KFN Education and Capacity Development Advisory Committee will follow KFN's process of the "Call for Interested Parties".

The Education and Capacity Development Committee will consist of a minimum of five members: one elder (55+) Band member, one youth Band member (16-29 years of age), and three other Band members. One member of Council with the appropriate portfolio will sit as a non-voting member.

No more than one member from an Immediate Family shall sit on the Committee.

Employees are not permitted to sit on a Committee.

All members must be in good financial standing with the band and the Education Department, must not have been removed from a board, committee or other body for a breach of confidentiality within the last five years, and be known to demonstrate fairness and integrity.

A Committee member's appointment is declared vacant if:

- a) If they are elected as a Council members. This does not apply to the Council member appointed to the Committee by KFN Chief and Council;
- b) If they cease to be a KFN band member;
- c) If they fail to attend three consecutive meetings of the Committee without leave of the Committee;
- d) If they are convicted of an offense that was prosecuted by way of indictment;
- e) If they die or become mentally incompetent;
- f) If they resign in writing; or
- g) If a Committee member fails to declare a conflict of interest prior to question being called during a meeting or special meeting.

All Committee members will abide by the Conflict of Interest guidelines in the KFN Governance Manual.

Committee members will be remunerated according to the KFN Policy of Committee remuneration.

## **Meetings**

A quorum for either a meeting or a special meeting is a majority of Committee members. If a quorum is not present within fifteen minutes after the time appointed for a meeting or special meeting, the names of those present will be recorded and the meeting or special meeting will be adjourned.

The Committee shall meet on an as-needed basis.

All matters brought before the committee must be decided by a simple majority vote of all member of the Committee present at the meeting or special meeting.

In the case of a tie vote, the question or motion will be tabled until the next regular meeting. If the matter is still tied after a second vote the matter will be deemed defeated.

## **Resources**

The KFN Education Coordinator will support the Committee.

## **Specific Annual Objectives**

The KFN Education Capacity Development Committee will prepare an annual work plan.

## **Reports and Target Dates**

Committee minutes will be brought forward to the next meeting of Chief and Council and any recommendations will be raised for Council consideration.

The KFN Education Capacity Development Committee will provide an annual report to the community at the K'omoks People's Assembly.

## **Review and Evaluation Process**

The KFN Education Capacity Development Committee will do a self-evaluation annually as part of the annual work planning process.

## **Approval and Review Date**

The KFN Education Capacity Development Committee will review these Terms of Reference annually in conjunction with the work plan and make any recommendations for changes to Council.

## **Code of Conduct**

The Code of Conduct applies to all Committee Members of the KFN. Every Committee Member will annually complete a Declaration of Understanding in acknowledgement of the fact that they have read and understand this Code of Conduct.