

MÉTIS NATION OF ONTARIO SUNSET COUNTRY METIS COUNCIL POSTING OF VACANCY

March 14, 2019

Citizens of the Sunset Country Metis Council,

RE: Posting of Vacancies for the Sunset Country Metis Council

Pursuant to Article 32 of the Sunset Country Metis Council Community Code, the council is serving notice of a vacancy that currently needs to be filled on council.

- Secretary
- Treasurer

Interested candidates need to send a Letter of Intent with recent address and MNO Citizenship number to the attention of the Sunset Metis Council. All candidates will be vetted through the Registry for verification and those verified will be sent to council for their consideration.

Please submit your interest to the Sunset Metis Council no later than 5:00pm on Monday March 25, 2019. Council will inform the successful candidates after their next council meeting preceding the deadline for nominations.

Please send Letters of Intent to:

metisofsunsetcountry@gmail.com

Please scroll down for position descriptions

Note: Other members of the executive may be responsible for some of the tasks listed below. If you have specific questions about either of the positions, please send us an email or [Facebook](#) message.



Métis Nation of Ontario
Chief Electoral Officer

Métis Nation
of Ontario 

RECORDING SECRETARY

ROLE OF THE RECORDING SECRETARY



The Recording Secretary is responsible for record keeping and written communications.

It is the job of the Recording Secretary to keep the citizens informed about what activities the Community Council is doing to deal with problems. Keeping the citizens informed is the key to building interest and involvement of citizens in council activities.

Keeping and maintaining records of decisions taken by the Community Council and information such as letters to and from the council and with other organizations are vital to the smooth and efficient running of the Community Council.

The Recording Secretary's job is vital in promoting the Community Council's goals of innovation and solidarity.

DUTIES OF THE RECORDING SECRETARY

The Recording Secretary shall keep a correct, full and impartial record of the proceedings of each meeting of the Community Council and all the meetings of the Executive Board. Each record of proceedings shall

include a copy of the full financial report presented by the Secretary-Treasurer. The Recording Secretary shall perform such other duties as the Community Council or by-laws may direct.

RECORD KEEPING

- Takes minutes at Executive & General meetings
- Maintains a policy log
- Maintains the council's files

INTERNAL COMMUNICATION

- Prepares meeting notices & agendas for executive & general meetings
- Circulates minutes of executive & general meetings
- Receives, logs & distributes all incoming mail
- Develops & distributes a list of all correspondence received
- Reports on all important correspondence & lead discussion on business arising from correspondence at executive & general meetings
- Maintains council communication directives
- Prepares council newsletters promoting council activities & events
- Work with MNO Communications Branch – MNO Voyageur – MNO Website

EXTERNAL COMMUNICATION

- Receive all communication from outside the council
 - Respond to all correspondence
 - Order all office supplies & equipment
- Note:** Recording Secretaries in community councils don't always perform all of these duties. In some councils, other members of the executive are responsible for some of the tasks listed above

TIPS FOR RECORDING SECRETARIES

Taking Minutes:

- The purpose of Minutes is to record decisions. There is usually no need to take word for word notes on the debate that lead to a decision
- It is useful to note who will be responsible for carrying out each motion passed and when the task will be carried out.

Recording Secretary Reports to the General Meeting:

- To save time do not read each piece of correspondence but circulate a list of all correspondence and go over only those items that require a decision (such as an appeal) or the ones that are of interest to the citizens (such as details of an important settlement).

Meeting Notices and Agenda:

- Post Meeting Notices and Agenda on council or MNO website at least a week before the date of the meeting.

Bulletin Board Pamphlets:

- Many citizens do not attend council meetings on a regular basis. To keep non-attending citizens informed, post one-page summaries of important settlements, court decisions and council activities such as health, consultation committee meetings, etc. on council websites or through a newsletter.

Letter Writing:

- Start by listing the reasons you are writing the letter then list the points you want to make. Next turn each point into one or two short sentences.

Filing:

- Only file things that someone will need to refer to in the future and which will not be easily available somewhere else.
- Don't change an existing filing system unless people have trouble finding things.
- If you decide to change the system, consider filing things by subject by year. Some councils move the top file drawers down the cabinet at the end of each year and move the bottom drawer to the top after removing all but the most important files (meeting minutes, important court decisions, settlements, invoices etc.) which are stored elsewhere.

SKILLS AND KNOWLEDGE REQUIRED BEING AN EFFECTIVE RECORDING SECRETARY

- Knowledge of how councils operate and what makes councils effective
- Ability to compose letters, bulletins, etc.
- Ability to take minutes at meetings
- Ability to organize files
- Ability to make verbal reports to the citizenship and the executive

SOURCES OF ADVICE AND ASSISTANCE

- Former Recording Secretaries
- Recording Secretaries in other councils (meet them at the AGA)
- Your MNO Regional Councillor
- Community Council Development workshops (Recording Secretaries, Communicating, etc.)

- Lands Resources and Consultation – Community Relations Branch Staff

At the end of his/her term of office, the Secretary shall turn over to his/her successor, all priorities and assets, including funds, books and records belonging to the Community Council.

SECRETARY TREASURER

ROLE OF SECRETARY-TREASURER



The Secretary-Treasurer is responsible for the Community Council's money. This means that he or she is responsible for seeing that the amount of income is sufficient to carry out activities needed to advance the citizens' interests. They are also responsible for

seeing that spending priorities reflect the Community Council's goals and that money is spent in accordance with the wishes of the citizenship. For these reasons, the position of the Secretary-Treasurer should be bonded at all times.

Secretary-Treasurers must also keep the citizens informed about the financial health of the Community Council and about how their money has been spent. Unless the citizens have confidence that their money is being spent according to their wishes, interest and support for the Community Council will dwindle.

Without adequate funding, community councils cannot carry out the activities needed to represent the citizens. It is better to have an active Community Council with lots of citizenship involvement and activity with a small surplus in the bank than a passive council with little involvement but with a large surplus in the bank.

DUTIES OF THE SECRETARY-TREASURER

The Secretary-Treasurer shall be responsible for keeping all financial accounts of the Community Council and shall be responsible for maintaining correct and proper accounts of all its programs and services. Maintenance of the financial accounts of the Community Council shall require that the Secretary-Treasurer, throughout his/her term, and on behalf of the Community Council Executive, be responsible for maintaining, organizing, safe-guarding and keeping on file all supporting documents, authorizations, invoices, and/or vouchers for every disbursement made, as well as records and supporting documents for all income received by the Community Council.

The Secretary-Treasurer shall regularly make a full financial report to meetings of the Council's Executive Board, as well as a written financial report to each regular general meeting, detailing all income and expenditures for the period.

At the end of his/her term of office, the Secretary-Treasurer shall turn over to his/her successor, all priorities and assets, including funds, books and records belonging to the Community Council.

INCOME AND DEPOSITS

- Receives and deposits all moneys
- Write receipts for all cash received.

Records all income transactions in the Community Council's ledger book.

EXPENSES

- Makes all disbursements by cheque.
- Receives a receipt or expense voucher for all disbursements.
- Ensures that all cheques are signed by two signing officers, that all cheque stubs are completed, and that cheques are pre-numbered.
- Records all transactions.
- Receives citizenship approval for all non-routine expenditures.

FINANCIAL RECORDS

- Records all transactions in the ledger.
- Presents a monthly written Financial Report to the citizenship and to each executive meeting.
- Completes monthly bank reconciliation.
- Completes a statement of Income & Expenses Form every six months.
- Maintains a receipt book for all cash transactions; record all payments on cheque stubs & keep copies of all vouchers received from executive and citizens.
- Keeps a copy of all minutes of Executive and General Meetings where financial payments were authorized.
- Files all expense vouchers, invoices, and receipts.

TIPS FOR SECRETARY-TREASURERS

Reports:

- Distribute a copy of the monthly Treasurers Report to the citizenship.
- Make a short verbal report on the financial health of the council, noting major expenditures, and the bank balance at the beginning and the end of the month. Be prepared to answer questions on all expenditures.

Budgets:

- Treasurers should prepare a yearly budget. The discussion about the budget should center on what the Community Council will need to do to be more effective. These plans for new activities should then be costed along with estimates of the costs of ongoing activities. The resulting budget should be presented to the citizenship for approval. The budgeting process gives the executive an opportunity to assess the work that they have been doing to start to plan for the future rather than react to events and crisis as they happen.

SKILLS AND KNOWLEDGE REQUIRED TO BE AN EFFECTIVE SECRETARY-TREASURER

- Community Electoral Code
- Community Council By-laws
- Bookkeeping skills
- Financial procedures
- Ability to make verbal and written reports to the citizenship

SOURCES OF ADVICE AND ASSISTANCE

- Former Secretary-Treasurers
- Treasurers in other councils (meet them at the AGA)
- Experienced citizens of your executive
- Your MNO Regional Councillor
- MNO Accounting Department
- Lands Resources and Consultation – Community Relations Branch Staff