

Terms of Reference for the
Northern Teaching Lodges: Learning Partnership for Community Development and Mino
Bimaadiziwin (Partnership Grant) Executive Council
Revised Nov. 13,2017 to be reviewed annually

Scope

The Executive Council will function as the decision making body for the Partnership Grant and oversee the strategic direction and operational activities of the Advisory Board and Committees.

Responsibilities

The Executive Council is responsible for the oversight of decisions and activities of the Partnership Grant, in compliance with SSHRC and University of Manitoba. This includes accountabilities of Advisory Board and affiliated Committees, funding requirements, legal documents such as band council resolutions and employment contracts, service contracts and memorandums of understanding.

The Council shall:

1. Review and approve the budget quarterly and revise as necessary to meet objectives.
2. Develop and approve the terms of reference for executive council committees.
3. Review recommendations regarding research and programming and provide leadership to the Partnerships' Advisory Board and Committees for the development of curriculum.
4. Establish the standards, expectations and process regarding ethics, media communications, budget preparation and execution and OCAP.
5. Approve the development and implementation of research plans and monitor the on-going progress of activities.
6. Be responsive to decision-making requests on recommendations made by the Advisory Board.
7. Provide guidance and advice to the educational institutions responsible for developing the training and delivering it or granting the credential to successful students.
8. Be accountable for the purpose, objectives and achievements of projected milestones.
9. Review quarterly Advisory Board and Committee reports and provide feedback and direction.
10. Approve public communications regarding all activities of the Partnership Grant

Membership

Membership is determined according to the following criteria: knowledge of the communities and their needs with respect to research on community-led post-secondary education and housing; knowledge of the college credentialing framework; knowledge of the apprenticeship system in Manitoba; knowledge of teaching in a college; knowledge of the other programming areas; and/or work experience in the housing industry. Membership composition shall include:

1. Chair, Principal Investigator
2. Secretary, Project Coordinator
3. Representatives from University of Manitoba

4. Three other representatives from the following groups
 - a. Student
 - b. Garden hill First Nation
 - c. Wasagamack First Nation
 - d. Adhoc members for resources to committee

Governance

The Executive Council is established under the auspices of the Northern Teaching Lodges: Learning Partnership for Community Development and Mino Bimaadiziwin and is accountable to the University of Manitoba and SSHRC.

Quorum is achieved with 50% + 1 of the Council in attendance, either in person, phone or electronically.

Motions will be passed through a majority vote (fifty percent (50%) will be deemed sufficient for a motion to be passed. The Chair of the committee does not have a vote except in the event that there is draw; in this case the Chair may cast a vote for a motion to be carried. The Project Manager will attend to the meetings, does not have a vote, acts as a resource person and is responsible to take notes and prepare the minutes.

Meeting Schedule

Meetings will be held at least bi-monthly and may be more frequent as needs arise. When possible, meetings will be held in person with videoconferencing or teleconferencing being made available.

Reporting

Executive Council meeting minutes will be circulated to its members within five business days of adjournment. Members will be expected to review the minutes and provide feedback prior to or during the next Council meeting.

The Executive Council will provide the Advisory Board with regular updates at their quarterly Board meetings.

Deliverables

1. Budget
2. Milestone tracking

Review

These terms of reference will be reviewed and approved by the Executive Council at least annually.