

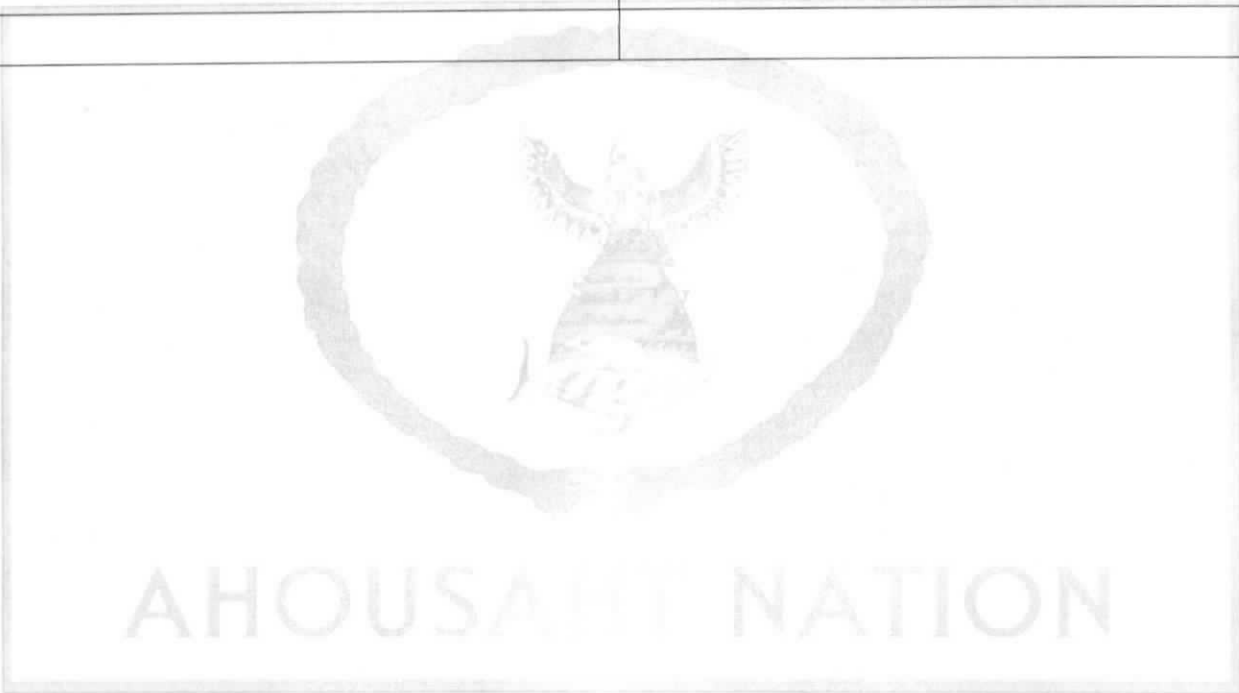
Roles and Responsibilities of Chief and Deputy Chief of Ahousaht Council

Ahousaht is a confederacy of Ahousaht, Manhousaht, Kelsmaht, Qwatswii?ath, Uu?inmitis, Punitl

As elected representatives of Ahousaht, the Chief and Deputy Chief will conduct themselves with integrity and lead with dignity at all times.

Chief	Deputy Chief
Will be the official Political representative, spokesperson for Ahousaht and Council, locally and outside, unless otherwise delegated to the Deputy Chief or another Council member.	In the absence of the Chief, the Deputy Chief will have the same roles and responsibilities as the Chief.
The Chief is a member of Council, but is the Council's leader.	
The Chief will be well informed and act with consent and support from council and will avoid expressing a personal opinion or bias.	In the absence of the Chief, The Deputy Chief will be the spokesperson on behalf of Ahousaht, unless otherwise delegated to another Council member
The Chief will be the official signatory to documents related to Ahousaht business with support and understanding of Council.	Will stay in communication with the Chief and Council at all times.
The Chief will advocate in the best interest of Ahousaht.	Will work collaboratively with the Chief and Council on all matters, issues, concerns and initiatives on behalf of Ahousaht.
Will represent Ahousaht at the NTC Directors meetings, First Nations Summit, AANDC and other events, ceremonies, unless otherwise delegated to the Deputy Chief or another Council member.	Will tend to local daily political business as required.
The Chief will not act on an individual basis or meet with outside agencies without acquiring Council's approval.	In the absence of the Chief, the Deputy Chief will be the official signatory to documents related to Ahousaht business with support with ACR's and motions and understanding of Council.
Will communicate on a daily basis, with the Deputy Chief or Council with regards to Political updates, issues, concerns and outcomes from Council business.	Will attend to business as per Portfolio(s) assigned. Will assist, support and advise Council with their specific Portfolio(s) assigned.

<p>Will communicate with Ahousaht Executive Director on a daily basis with regards to the financial status on all budgets/funds pertaining to programs and business of Ahousaht.</p>	<p>Will provide support to Council. Will ensure Council is a positive functioning team and ensure Council has a Short and Long Term Goal(s).</p>
<p>Will provide support to Council. Will ensure Council is a positive functioning team and ensure Council has a Short and Long Term Goal(s).</p>	<p>Will communicate with the Ahousaht Executive Director on a daily basis with regards to the financial status on all budgets/funds pertaining to programs and business of Ahousaht.</p>
<p>Will abide by Ahousaht Council Code of Ethics</p>	<p>Will abide by Ahousaht Council Code of Ethics</p>



The Purpose of Portfolios:

The Chief and Council of the Ahousaht Nation operate under a Portfolio system in order to provide effective services to the membership. The following represents the purpose behind the implementation of a portfolio system:

- A). To utilize the expertise and experience of individual Councillors.
- B). To provide the linkage and communication systems between the Hawiuh, membership, Council and Administration;
- C). Provide an opportunity for individual Councillors to increase their knowledge of/in specific areas and portfolio's.
- D). Bring to the attention of Council, any significant issues and possible recommendations for solution.
- E). Provide program support and advice, including input from the membership, administration, Chief and Council.
- F). Recommend to Council new, updated or modified policies.
- G). Provide support, advice with Strategic Planning.

Guiding Principals

The Chief and Council will adhere to the following guidelines for the purpose of carrying out the assigned duties of specific portfolios:

- A). Reduce the risk of political interference with managers in program delivery.
- B). Council will not get involved in the day to day activities of the program(s).
- C). Council will not act as a Supervisor of Program Managers; all concerns regarding personnel will be directed to the Administrator.

D). Portfolio holders will not be responsible for the day to day program finances; financial control over program dollars are the responsibility of the Manager.

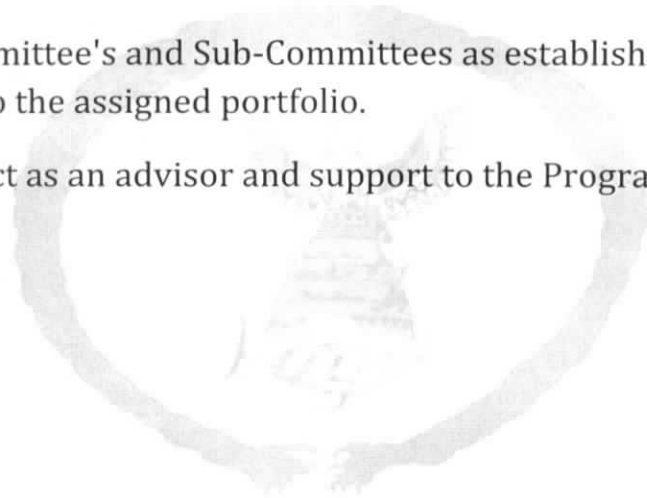
E). Portfolio holders will be responsible to become knowledgeable of the Program's policies and procedures.

F). Council will have sufficient technical knowledge of their portfolio to allow for effective decision making and support.

G). Support the portfolio system and direct concerns to appropriate person(s).

H). Support Committee's and Sub-Committees as established by Hawiiah and Council, related to the assigned portfolio.

I). As required, act as an advisor and support to the Program Manager(s).



AHOUSAHT NATION