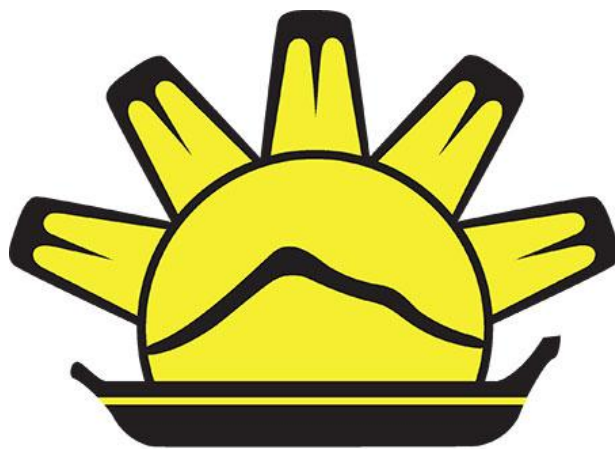


Statement of Policy and Procedure	
BCR #	FAL 2015-011
Issue/Effective Date	July 21, 2015

Malahat Nation

**Appointment of First Nations Officers
Policy**

Approved by Council on July 20, 2015



Malahat

1. Policy

It is Council's policy to make the appointment or removal of the Chief Executive Officer and Director of Finance of the Malahat Nation.

2. Purpose

The purpose of this policy is to provide guidance on the appointment process and responsibilities of the Chief Executive Officer and Director of Finance.

3. Scope

This policy and procedure applies to Council, Chief Executive Officer and Director of Finance of the Malahat Nation.

4. Definitions

"Chief Executive Officer" or "CEO" means the person who is responsible for leading the day to day administration or management of the Malahat Nation and who reports directly to Council.

"Director of Finance" or "DOF" means the person who is responsible for the day to day administration or management of the Malahat Nation's financial administration system.

"officer" means the Chief Executive Officer and Director of Finance or any other employee of Malahat Nation designated by the Council as an officer.

5. Responsibilities

(1) Council is responsible for appointing the Chief Executive Officer, Director of Finance and any other officer connected with the financial administration of the Malahat Nation.

(2) The Chief Executive Officer is responsible for:

- (a) developing and recommending to the Council for approval, human resources policies and procedures for the hiring, management and dismissal of officers and employees of the Malahat Nation;
- (b) preparing and recommending to the Council for approval, descriptions of the powers, duties and functions of all employees of the Malahat Nation;
- (c) hiring the employees of the Malahat Nation, as the Chief Executive Officer considers necessary, and to set the terms and conditions of their employment.
- (d) overseeing, supervising and directing the activities of all officers and employees of the Malahat Nation;
- (e) overseeing and administering the contracts of the Malahat Nation;

- (f) identifying, assessing, monitoring and reporting on financial risks and fraud risks;
- (g) monitoring and reporting on the effectiveness of mitigating controls for the financial and fraud risks;
- (h) other duties as required by council that are not contrary to the *First Nations Fiscal Management Act* (“the *FNFMA*”) or inconsistent with the Chief Executive Officer’s duties under the Malahat Nation’s Financial Administration Law;
- (i) reporting directly to Council.

(3) The Director of Finance is responsible for:

- (a) the day to day management of the Malahat Nation’s financial administration system;
- (b) other duties as required by the Chief Executive Officer that are not contrary to the *FNFMA* or inconsistent with the Director of Finance’s duties under the Malahat Nation’s Financial Administration Law;
- (c) reporting directly to the Chief Executive Officer; and
- (d) any other duties as set out in section [19.2] of the Financial Administration Law.

6. Procedures

Appointment

- (1) Council will approve, prior to posting a job, the specific qualifications required for each officer position.
- (2) Council will determine the selection process for all officer positions identified by this Policy. At minimum the Council will create an officer selection committee consisting of at least 3 competent persons, one of whom must be a Councillor. The officer selection committee will develop criteria for a selection process that will evaluate the qualifications, experience, and any other interview standards deemed appropriate for each candidate.
- (3) Initial screening will occur to assess each applicant’s ability to meet the minimum stated standards. Applications of qualified candidates received for a posting will be forwarded to the selection committee to further screen the applications to select individuals to be interviewed for the position. The interview process will be consistent for all applicants.
- (4) The officer selection committee will then evaluate each candidate against the established criteria and recommend a candidate for the position to Council.

7. References and Related Authorities

- (a) FMB's Financial Management System Standards
 - (a) Standard 12.1 – Senior Manager
 - (b) Standard 12.2 – Senior Financial Officer
 - (c) Standard 12.3 – Tax Administrator
 - (d) Standard 12.4 – Functions Documented
- (2) FMB's Financial Administration Law Standards
 - (a) Standard 11.1 – Senior Manager
 - (b) Standard 11.2 – Senior Finance Officer
 - (c) Standard 11.3 – Tax Administrator
 - (d) Standard 11.4 – Employees

8. Attachments

None