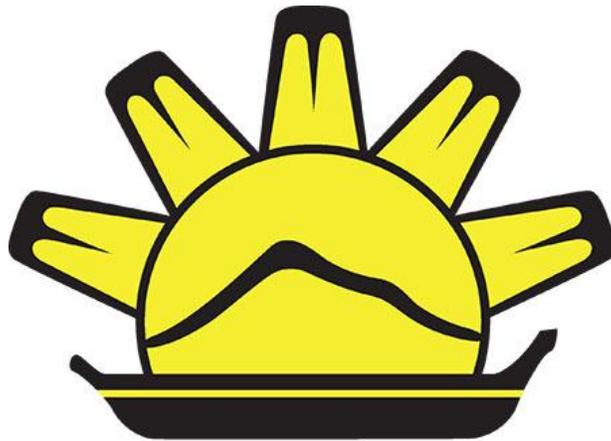


Statement of Policy and Procedure	
BCR #	FAL 2015-012
Issue/Effective Date	July 21, 2015

Malahat Nation

Organizational Chart Policy

Approved by Council on July 20, 2015



Malahat

1. Policy

It is Council's policy to establish an organizational structure that specifies the hierarchy and reporting relationship between various functions and levels of the Malahat Nation to facilitate effective management of the governance, administrative and financial management systems.

2. Purpose

The purpose of this policy is to depict the prevalent hierarchy of the Malahat Nation departments and the various working relationships between one another.

3. Scope

This policy and procedure applies to Council and all persons having a role and responsibilities in the organizational structure 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.

5. Responsibilities

(1) Council is responsible for:

- (a) authorizing the creation and update of the Organization Chart;
- (b) approving the Organization Chart with a recorded vote in the Council minutes;
- (c) ensuring that adequate delegated resources are available to implement and maintain the organizational structure;
- (d) ensuring that the organizational chart accurately depicts the Malahat Nation's governance, administrative and financial management systems, and identifies the specific roles and responsibilities assigned to each level of governance and administration and to each participant in the systems including committees.

(2) The Chief Executive Officer is responsible for:

- (a) ensuring that the Organizational Chart is prepared, recommended to Council for approval, and kept current;
- (b) ensuring that the roles and responsibilities and reporting relationships are effectively communicated to all those affected by the organizational chart and as required by the Financial Administration Law.

6. Procedures

- (1) The Chief Executive Officer or a designate, as authorized and instructed by Council, will prepare an Organizational Chart that accurately depicts Malahat Nation's governance, administrative and financial management systems, and identifies the specific roles and responsibilities assigned to each level of governance and administration and to each participant in the systems including committees and submit to Council for approval.
- (2) The Chief Executive Officer will ensure that the chart includes definitions of the persons or classes of persons who are affected by the Organization Chart.
- (3) The Chief Executive Officer will ensure each role identified in the Organizational Chart is clearly defined as evidenced by a job description in accordance with applicable Human Resource policies or other such policy that requires job descriptions to be in prepared and approved.
- (4) The Chief Executive Officer is responsible for centrally filing the organizational chart so that it can be located and retrieved as soon as practicable by all persons affected by it, and will disseminate the approved Organizational Chart to all those affected and/or make it readily available by other means normally used by the Malahat Nation.
- (5) The Chief Executive Officer, on request, will provide a copy of the chart to any councillor, committee member, officer, employee, contractor, agent or Malahat Nation member.
- (6) Periodically, but at least annually, the Chief Executive Officer will update, as necessary, the Organizational Chart for changes in personnel and will submit recommendations, as necessary, to Council for approval, to revise roles, responsibilities, or reporting relationships.

7. References and Related Authorities

- (1) FMB's Financial Management System Standards
 - (a) Standard 12.5 Organization Chart
- (2) FMB's Financial Administration Law Standards
 - (a) Standard 11.4.1 Approved functions
 - (b) Standard 11.4.2 Organization Chart
 - (c) Standard 11.4.3 Chart Access

8. Attachments

Appendix A – Malahat Nation Organization Chart