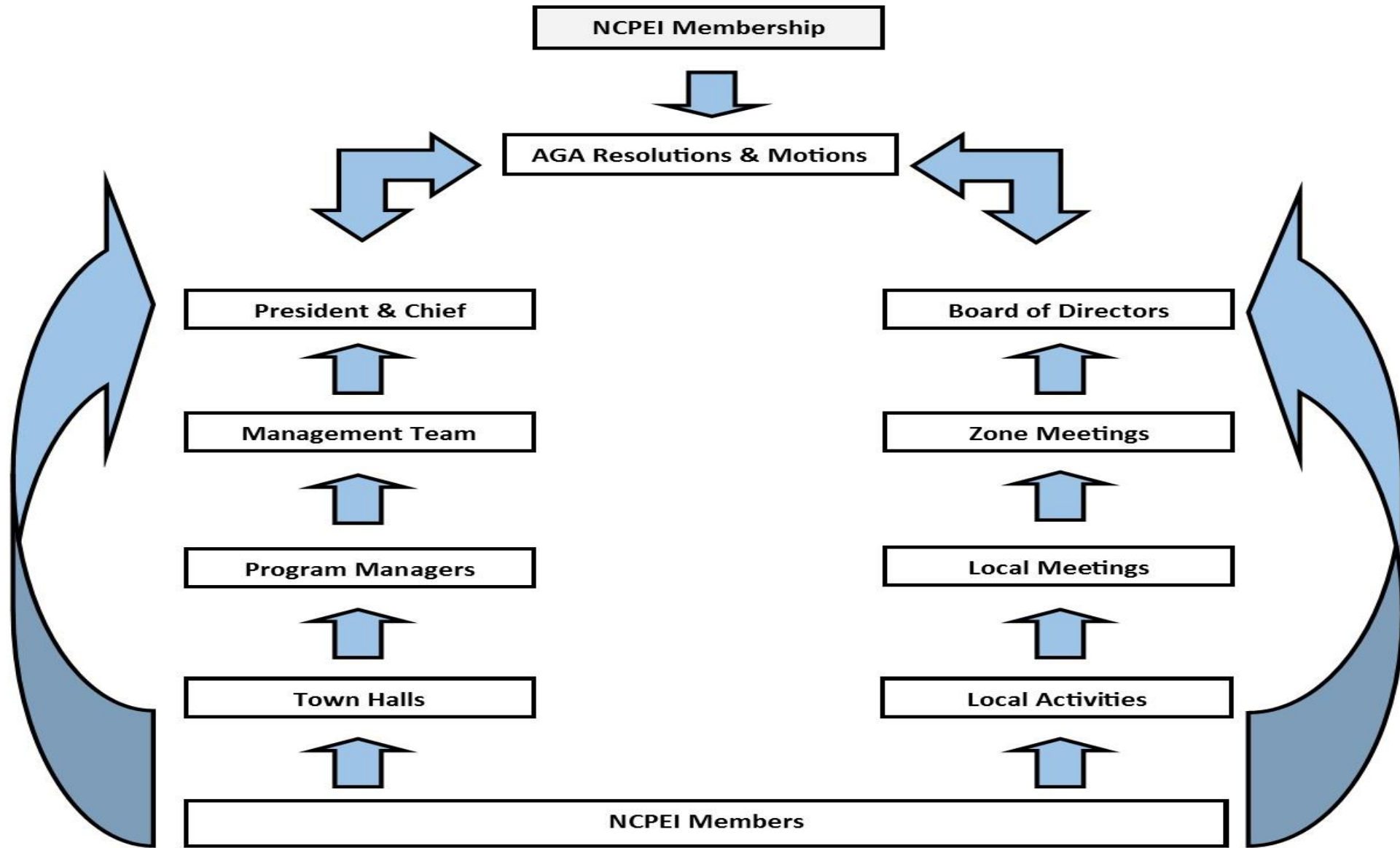


# Native Council of PEI

## Organizational Chart



# President & Chief

- Provides leadership and direction for the NCPEI and is the public voice and face of the NCPEI;
- Understands and adheres to the Constitution and Bylaws;
- Presides at meetings of the NCPEI Board of Directors, Town Halls and oversees the activities of the management team and program managers;
- Coordinates NCPEI activities through the Board of Directors and the management team;
- Establishes short- and long-range objectives and goals in conjunction with the Board of Directors;
- Represents the NCPEI by planning programs and publicity campaigns that support the NCPEI and build pride among the membership;
- Engages the NCPEI membership by securing programming that appeals to a wide spectrum of interests;
- Monitors overall financial responsibility for the NCPEI;
- Approves all NCPEI communications;
- Maintains regular contact with the Board of Directors on the NCPEI activities; and
- Ensures the completion of the NCPEI's annual reporting is submitted by the stated deadlines.

# Management Team

- Office management team includes Finance, Executive Assistant and other staff with specific knowledge of the NCPEI activities and provides feedback to the President & Chief;
- Assists with ensuring financial accountability of the NCPEI;
- Main point of contact with the funders and ensure reporting compliance with contribution agreements of funding agencies;
- Assist with finding and securing programming opportunities through development of proposals, partnerships, etc.; and
- Assists with maintaining quality programming by monitoring and/or mentoring the NCPEI staff.

# Program Managers

- Managers are to deliver the program as defined in the contribution agreement with the funding agency;
- Managers are responsible for drafting of program reporting and operation of the program within the granted funding;
- Managers are to hold activities that support the initiative of the program;
- Managers will develop program information (i.e. brochures, posters, etc.) for sharing with the NCPEI members, funders, government and private partners; and
- Managers are responsible for recruiting of participants for the program in cooperation with the NCPEI and other programs of the NCPEI.

# Town Halls

- President & Chief presides at Town Hall meetings for the purposes of information sharing and feedback from the NCPEI members;
- Presentation of information from the NCPEI programs;
- Presentation of ongoing advocacy efforts of the NCPEI; and
- Program and project staff of the NCPEI will attend for sharing of information particular to their position with the NCPEI.

# Board of Directors

- The overall business, affairs and policy of the NCPEI shall be the responsibility of the Board of Directors which shall consist of nine Directors comprised as follows: President & Chief, Youth Representative, Elder Representative and six Zone Directors;
- Concerned primarily with policymaking, long-range planning and coordination with the NCPEI activities and exercise the care, diligence and skill of a reasonably prudent person;
- Understands and adheres to the Constitution and Bylaws;
- Acquire adequate knowledge of the NCPEI and functioning of the organization and share this knowledge with their Zones;
- Attend Board of Director meetings which are at least four a year;
- Review the agenda and supporting material in advance of each Board meeting to be prepared to discuss the business of the meeting in a prepared and knowledgeable way;
- Avoid acting in such a way that personal interests conflict with the interests of the NCPEI;
- Presides at meetings of the Zones; and
- Will actively participate in the NCPEI activities (i.e. hiring committee, Town Halls, AGA, Zone meetings, Local meetings).

# Zone Meetings

- There are three territories called “Zones” which shall be based on the Counties in Prince Edward Island: Zone 1 – Prince County, Zone 2 – Queens County and Zone 3 – Kings County.
- Presentation of information from previous Board meetings, receiving feedback from members and bringing this information back to the next Board meeting;
- Zone meetings will include selection of delegates and alternates for the NCPEI AGA; and
- Zone meetings will include selection of delegates and alternates for the CAP AGA.



# Local Meetings

- The purpose of a local association is not directly political. A local association may be formed for the purpose of discussing important matters, sharing Native traditions or practices and customs, for community development and so forth.
- Any fifteen or more individuals who are members of the NCPEI may, subject to the majority (50% +1) approval of the Board, form a local association.
- A letter shall be submitted and signed by at least fifteen individuals with reasons why they should be accepted as a local association. The reasons shall include reference to the purpose of the association.

# NCPEI Members

Membership in the NCPEI is open to anyone who is of Aboriginal ancestry, self-identifies as being of Aboriginal ancestry and acceptance in the Aboriginal community, and is a permanent resident of Prince Edward Island who does not reside on an Indian Reserve (within the meaning of the *Indian Act* of Canada).