EXECUTIVE PROFILE

Chief Executive Officer
MÉTIS NATION BRITISH COLUMBIA
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ORGANIZATIONAL OVERVIEW

GENERAL

Métis Nation British Columbia (MNBC) represents nearly 90,000 self-identified Métis people in BC. To date, 19,000 Métis citizens are provincially registered with MNBC. The Métis National Council and the Provincial Government of British Columbia, as well as the Federal Government of Canada, recognize Métis Nation British Columbia as the Governing Nation for Métis in BC.

In 2003 the constitution of the Métis Nation British Columbia was established, implementing a right to self-governance and a legislative structure to include levels of governance and an objectively verifiable citizenship process. MNBC represents thirty-nine Métis Chartered Communities in British Columbia, and its mandate is to develop and enhance opportunities for Métis communities by implementing culturally relevant social and economic programs and services. Before becoming a self-governing Nation, the Métis Provincial Council of British Columbia (MPCBC) was the grassroots organization for the Métis in BC. Now known as the financial Secretariat of MNBC, MPCBC was first incorporated under the Society’s Act on October 23, 1996.

As the democratically elected political representative and governing organization for the nearly 90,000 Métis citizens in British Columbia, MNBC represents the political, legal, social, and economic interests of Métis people in BC to Local, Provincial and Federal levels of governments, funding agencies, and other related bodies. MNBC undertakes an advocacy, coordination, and policy-making role on behalf of Métis people in BC on matters related to Provincial and Federal programs and services. It acts to protect and preserve Métis history, promote and develop Métis culture, ensure Métis rights are understood and protected, and helps coordinate and facilitate local activities of Métis communities. MNBC is committed to the protection of Métis Culture, Heritage and Language, the well being and security of Métis Children & Families, and the advancement of Métis Rights.
VISION
Métis Nation British Columbia will build a proud, self-governing, sustainable Nation in recognition of Inherent Rights for our Métis citizens.

MISSION
Métis Nation British Columbia develops and enhances opportunities for our Métis Chartered Communities and Métis people in British Columbia by providing culturally relevant social and economic programs and services.

VALUES
• Teamwork
• Respect
• Dedication
• Accountability
• Integrity
• Professionalism

OBJECTIVES
• Lead the building of a strong and proud Métis Nation in the province of British Columbia. Promote the political, social, cultural, and economic interests of the Métis Nation, leading to self-sufficiency without dependence on government funding.
• Establish appropriate relations with Federal, Provincial, and Municipal governments, and First Nations, Inuit and other governing members of the Métis Nation, to ensure the appropriate place of Métis people as partners in the Canadian Federation.
• Ensure the appropriate and effective provision of Métis designed programs and services on behalf of the Métis in British Columbia Métis communities.
• Seek equality and justice for the legal, constitutional, and international rights of the Métis Nation and respect diversity within the Métis Nation.
• Raise the level of awareness and understanding with governments, educational and other institutions, and the general public on Métis history, culture, and heritage.

For more information about Métis Nation British Columbia, including its Governing Structure, please go to www.mnbc.ca
GENERAL

Reporting to the President and responsible to the Board of Directors, the primary objective of the Chief Executive Officer (CEO) is to provide the link between the Board and the operation in advancing the goals and purpose of MNBC. In that capacity, the CEO is accountable for the operational leadership and management of MNBC in accordance with the strategic goals and direction set by the Board. The CEO is expected to report to the Board on an ongoing basis in respect to issues and results and to bring forward recommendations in respect to policies, programs, services, and staff where applicable. The CEO sets targets, prepares annual business plans and budgets, oversees all operations and issues, delegates, and monitors performance. The CEO works with external partners and stakeholders to ensure opportunities for MNBC are leveraged in a way that secures its growth and sustainability and represents the organization in reporting to federal and provincial governments as required.

SPECIFIC RESPONSIBILITIES

- Interprets the will of the Board to enable the link between the Board and operations.
- Oversees policy decisions and works to implement policy ensuring opportunities for future development as necessary; brings forward recommendations to the Board.
- Works closely with senior political and bureaucratic provincial and federal government leaders with respect to a wide range of issues, including pursuing MNBC’s pursuit of self governance and the support of ongoing programs and services to ensure a high quality of life for Métis people in British Columbia.
- Finds solutions to the challenge of meeting increasing demand with resource constraints.
- Negotiates agreements.
- Supports a review of all of MNBC’s policies and procedures and ensures they are regularly updated as required to reflect the growth and evolving mandate of the organization.
- Responsible for elevating the knowledge and reputation of MNBC among Métis People, the public, government, and other external entities.
- Ensures MNBC easily handles business continuity in the face of different kinds of crises and changes in environment.
- Ensures organization-wide compliance with MNBC policies.
SPECIFIC RESPONSIBILITIES (CONTINUED)

• Ensures human and financial resources are utilized in an effective manner.

• Deals with both centralized and decentralized operations enabling a degree of regional self-determination and at the same time ensuring consistency in practice from region to region within the province.

• Communicates with all staff in respect to organizational operations.

• Identifies the need and provides for management training.

• Analyzes and determines facility and geographic needs.

• Responsible for the overall productivity and quality of work within MNBC.

Business Planning and Budgeting

• Sets annual targets, prepares annual business plans and budgets, and oversees all operations in accordance with the direction of the MNBC Board.

• Ensures, with the assistance of the finance team, all financial aspects of MNBC are maintained and reported in an appropriate manner.

• Discovers and secures funding in a tight economic environment; ensures MNBC and its programs and services are sustainable.

• Ensures reporting expectations are satisfied.

Board Relations

• Reports to MNBC’s President; advises and informs the MNBC Board of Directors routinely on all matters related to the MNBC.

• Provides effective advice and support to the Board in developing and implementing policies and strategies that address the unique qualities and needs of MNBC and its long-term goals.

• Formulates options and alternatives for consideration by the Board to ensure MNBC’s objectives are achieved through the most effective and realistic strategies.

• Leads, as directed by the Board, the development of strategic plans and annual budget preparations. Leads MNBC management in the implementation of strategic goals and objectives that have been approved by the Board, while ensuring budgets are met and financial controls are in place.

• Ensures Board decisions are implemented in a timely manner.

• Oversees the organization and agenda preparation for MNBC Board Meetings, Métis Nation Governing Assembly Meetings, Annual General Meetings, and/or Special Meetings.

• Assists MNBC committees and ministries as required or requested to further the aims of MNBC.

• Attends meetings of the MNBC Board and Board Committees.
Partnership Development and Guidance

• Looks for opportunities to establish programs that enhance and improve the quality of life of Métis People in British Columbia. In doing so, looks to external partners to take advantage of opportunities as they arise.

• Oversees the efficient design, development, implementation, and operation of programs, activities, and projects within the parameters of the MNBC mandate and budget guidelines.

• Provides assistance, as requested from time to time, to all MNBC regional offices and ensures that the regions receive adequate and relevant services from MNBC.

• Assesses program and work performance. Coaches and guides as necessary.

Partnership Development

• Acts as the operational liaison between MNBC and other parties including federal, provincial, and municipal government departments, Aboriginal entities, business and corporate structures, financial bodies, educational institutions, and other third parties to create and develop partnership opportunities for the betterment of MNBC’s goals and objectives.

• Seeks sources of funding, prepares and oversees the preparation of proposals for funding or for particular projects and programs deemed necessary or appropriate; liaises to follow up.

• Negotiates agreements on behalf of the MNBC Board and when required recommends to the MNBC Board for final approval.
REPORTING RELATIONSHIPS

Reports to:
• Board President

Relates to:
• Senior management outside of the organization, including public and private sector officials, to negotiate and/or secure cooperation and/or agreement on legislation, regulations, special initiatives, partnerships, and/or funding
• The Métis National Council and other provincial Métis affiliates
• Government officials, both federal and provincial
• Other senior stakeholders as identified by the Board

Direct Reports:
• Director of Finance
• Director of Operations
• Human Resources Manager
• Director of Children and Families
• Director of Natural Resources
• Director of Registry
• Director of Education
• Director of Health, Veterans & Sport
• Director of Youth
• Director of Employment & Training
• Director of Economic Development & Partnerships
• Manager of Communications & Special Events
• Manager of Women's Programs
GENERAL
The ideal candidate brings senior executive experience in a growing, dynamic organization. He or she is a strategic and big picture thinker with natural leadership skills who possesses strong relationship building qualities and a commitment to delivering exceptional programs and services and best practices in governance. Flexible, responsive, and open-minded, the CEO recognizes the unique nature of what MNBC is doing and appreciates the impact this work will have for generations of Métis people in BC. The incumbent is known for his or her ability to develop credibility and effective, trusting working relationships with elected officials, staff, external stakeholders, and community members. Experience in human resource management and an ability to leverage opportunities for the well-being of the Nation will be a significant asset.

SPECIFIC REQUIREMENTS
Education, Industry Knowledge & Experience
• University degree in Public Administration or a related field, or an equivalent combination of education and experience.

• A demonstrated track record of increasingly responsible relevant experience in public administration in progressive communities or jurisdictions.

• A demonstrated commitment to the Truth and Reconciliation Commission’s Calls to Action, the United Nations Declaration on the Rights of Indigenous Peoples, and respect for and understanding of the unique nature of the Métis people and culture in particular.

• A demonstrated commitment to community needs and an ability to create programs and services to address those needs.

• Experience working with elected officials in a professional and respectful manner. Appreciates and understands the roles and responsibilities of elected officials and staff.

• Experience in management of staff; demonstrated skills in team leadership and staff development. Possesses the ability to assess a team’s performance and make changes as necessary.

• Experience in budget preparation; ability to read, analyze and interpret financial statements and statistical data.

• Experience in reporting to a Board, developing strategic plans and policy and programs.

• Strong negotiation skills with an ability to arrive at mutually beneficial solutions.
Relationship Skills & Personal Attributes

- Possesses personal values that align with the vision, mission, and values of MNBC.

- Superior relationship skills; demonstrated ability to leverage relationships and partnerships to provide more opportunity for an organization.

- Flexible and adaptable, with a bent toward taking on new challenges and doing things differently. A calculated risk taker.

- Willingness to listen and learn and a recognition that solutions come through collaborative efforts.

- Ability to deal effectively with staff, elected representatives, and the public with tact and diplomacy, and works to build trust at all levels. Can work effectively with a wide variety of personal styles and can adapt his/her communication approach according to the audience.

- Professional, ethical, and known for having high integrity. Sets an example for a positive and respectful work environment.

- A systems thinker who is committed to best practice program and service delivery.

- Excellent facilitation and influencing skills. Articulate with strong communication and presentation abilities. Able to synthesize pertinent information and convey ideas succinctly.

- Comfortable making complex and tough decisions; possesses the ability to see decisions through to completion.

- Accountable and supportive of staff tasked with implementing directions.

- Approachable and personable. Recognizes the importance of being available to staff and the community.

- Strong sense of accountability for the effective utilization of resources.

- Exhibits understanding and empathy.
The diverse region of Metro Vancouver, which encompasses a number of unique cities and communities, with no shortage of restaurants, shopping, schools and universities, recreational activities and other local attractions, not to mention easy access to BC’s looming mountains, coastal parks, lakes, wildlife sanctuaries and almost 30 wineries and a growing number of local breweries. The region’s population is wonderfully diverse, creating a vibrant cultural mosaic in which distinct cuisine, architecture, language and arts thrive.
Ranked by The Economist as the 3rd most livable city in the world, the climate of Metro Vancouver is by far the mildest winter climate of the major Canadian cities. Summers are warm and a great time to go for a hike or bike ride through some of the natural beauty of the surrounding areas, or head to any number of local beaches or lakes for a barbeque or camping, or just to sit on a garden patio and enjoy some local cuisine in the sunshine. Winters are temperate but close by are mountains for world-class skiing, snowboarding or snowshoeing.

If you dream of finding that perfect blend of stunning natural beauty, along with the hustle and bustle of city life, you really can have it all in Metro Vancouver.

More information on Metro Vancouver can be found here.
HOW TO APPLY

To apply or make a nomination, please contact PFM Executive Search:

Attention Allison Rzen and Matthew Bell at pfm@pfmsearch.com

All telephone inquiries to 604.689.9970 or Toll-Free 1.800.864.9970

APPLICATION FORMAT

Format for written applications should be presented as follows:

1. A covering letter—describing briefly why the appointment is of interest and what you believe you can bring to the role.
2. A full CV containing the following information:
   a. Title, full name, address, daytime and evening telephone numbers and email address
   b. Residency status
   c. Present and previous roles
   d. Details of education and professional training and qualifications
   e. Any other relevant information such as offices held in professional bodies, community services etc.

PFM EXECUTIVE SEARCH

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PFM Executive Search is a BC owned and operated incorporated company. We are a founding member of the Panorama Search Partners, an international alliance of like-minded executive search organizations.

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