

# FIRST NATION EDUCATION COMMISSION (“FNEC”)

## TERMS OF REFERENCE

### **1.0 Preamble**

FNEC provides technical support, advice and recommendations to the Yukon First Nations that are members of FNEC with respect to education matters relating to Yukon First Nation citizens and communities. These education matters include early childhood education, primary and secondary education, post-secondary education and employment training.

The Council of Yukon First Nations (the “CYFN”) will provide administrative and secretarial support to FNEC.

### **2.0 Mandate**

2.1 FNEC is to:

- 2.1.1 provide technical support, advice and recommendations to the Yukon First Nation members of FNEC with respect to education matters;
- 2.1.2 work to implement the Yukon First Nation’s authority with respect to education matters;
- 2.1.3 promote collaboration amongst Yukon First Nations, governments and institutions with respect to education matters;
- 2.1.4 identify areas of common interest and concerns to Yukon First Nations related to education, including programs, standards and measures;
- 2.1.5 facilitate the development and delivery of culturally-appropriate education systems, programs and services; and
- 2.1.6 promote the development of internal capacity within Yukon First Nations relating to education matters.

### **3.0 Membership**

3.1 Each Yukon First Nation that signs the *Memorandum of Understanding on Education Partnership* amongst certain Yukon First Nations, Canada and Yukon may appoint a technical representative to FNEC.

3.2 The CYFN Director of Education will also be a member of FNEC.

### **4.0 Meetings**

4.1 Meetings. FNEC will meet at least quarterly for at least two days, subject to the availability of funding. Additional meetings may be called if required. Meetings will be scheduled as far in advance as possible. FNEC will attempt to hold meetings in Yukon communities based on available funding wherever possible.

Members may bring other staff or professional expertise at their discretion. Except for “in camera” sessions, FNEC’s meetings will be open to Yukon First Nation citizens. Other education stakeholders may be invited to attend meetings at the request of FNEC.

- 4.2 Quorum. The quorum for a meeting of FNEC will be no less than two-thirds of the members of the FNEC. A member of FNEC may attend a meeting by way of voice or video telecommunication and form part of the quorum so long as that member is able to communicate and participate in the discussions of the meeting effectively.
- 4.3 Decision-making. FNEC must take into consideration the needs and interests of individual Yukon First Nations when it is developing recommendations for the consideration of the Yukon First Nation members of FNEC.

FNEC will endeavour to conduct its business by way of consensus. In cases where consensus cannot be reached, a three-quarter majority vote of those present will be required to approve a recommendation for the consideration of the Yukon First Nation members of FNEC.

- 4.4 Remuneration. FNEC members will be paid travel expenses for attending FNEC’s meetings in accordance with the CYFN’s financial policies, travel expense guidelines and rates, subject to the availability of funding.
- 4.5 Working groups. FNEC may establish working groups and sub-committees to deal with specific matters.
- 4.6 Records of meetings. Minutes of FNEC’s meetings will be maintained and sent to the Yukon First Nations. Minutes will be reviewed and approved by FNEC. Minutes will be completed and distributed to members as soon as practicable following the meeting.
- 4.7 Annual report. FNEC will prepare and present an annual report to the Yukon First Nation members of FNEC that will be distributed to all Yukon First Nations.

## **5.0 Roles and responsibilities**

- 5.1 Members of FNEC will:
- 5.1.1 liaise with their respective Yukon First Nations from time to time and represent their perspectives and views during the meetings of FNEC;
  - 5.1.2 participate toward achieving approved objectives and workplans;
  - 5.1.3 review technical reports, briefings and submissions and actively contribute to discussions of FNEC; and
  - 5.1.4 participate in the development of FNEC’s agendas, motions and recommendations for the consideration of the Yukon First Nation members of the FNEC.
- 5.2 The members of FNEC may make rules and procedures for the operation of FNEC that are consistent with these terms of reference.

- 5.3 The CYFN Department of Education will provide administrative and secretarial support to FNEC, including the organization of meetings, preparation of draft agendas, the circulation of information packages and the maintenance of minutes.
- 5.4 The members of FNEC will appoint a member of FNEC as the Chair of FNEC for a specific term. The Chair's responsibilities will include:
- 5.4.1 preside over FNEC's meetings and encourage discussion, input and participation of all members of FNEC;
  - 5.4.2 act as the spokesperson for FNEC; and
  - 5.4.3 represent FNEC in meetings with the CYFN, Yukon First Nations, other governments and institutions.
- 5.5 The members of FNEC may appoint a Co-Chair and delegate in writing certain responsibilities to the Co-Chair.

## **6.0 Amendments**

- 6.1 The Yukon First Nation members of FNEC may agree to amend these terms of reference.

## **7.0 Conflicts of interest**

- 7.1 If a member is in a conflict, that member must declare a conflict. The other members may request the member who declared a conflict to withdraw from the discussion, not participate in the development of recommendations or take other appropriate measure.

## **8.0 Counterpart**

- 8.1 These terms of reference may be signed in counterpart.

## **9.0 Transition**

- 9.1 Any and all terms of reference previously approved for FNEC are repealed and superseded by these terms of reference.

**These terms of reference have been approved by the CYFN Leadership on the 23rd day of April, 2013.**