



**Elders Advisory Council
Kehte-ayak Othasowīwak
TERMS OF REFERENCE**

Mandate

The purpose of the Northlands College Elders Advisory Council is to exercise their collective wisdom and knowledge and to reinforce the College's Vision, Mission, values and outcomes. To guide the commitment to understanding the historical, social, and economic conditions of Indigenous people, in particular in our regions we serve. The Council will help with fostering respect and understanding of the cultures, traditions, languages and protocols of Indigenous people into the work and learning environment of Northlands College.

The key responsibilities of the Elders Advisory Council are to:

- assist in providing culturally appropriate education and services to Indigenous and non-Indigenous learners;
- to assist with the retention and success of Indigenous and non-Indigenous students;
- to share Indigenous culture, history, and knowledge with staff, faculty, students and the public;
- act as advisors in the development and updating of curriculum, policies and procedures to reflect Indigenousization;
- to assist with establishing protocols for culturally appropriate behaviour;
- to assist with the increase in our community engagement and partnerships with Indigenous communities, organizations and institutions; and
- to provide input in understanding the needs and experiences of Indigenous learners.

The Elders Advisory Council will operate in an open and transparent manner, with final records of proceedings, including council reports be available to the Northlands College President & CEO office and Board of Directors.

The Manager of Indigenous Initiatives and the Executive Coordinator will provide orientation to new members so that they can be clear of the College's Vision and mission and any applicable processes, and the roles and responsibilities of Council members. The Indigenous Initiatives office will also provide administrative duties to support the administration of the Council.

Membership Selection and Nomination Process

Membership for the Elders Advisory Council will include First Nations, Métis and Dene people from the different areas the College serves in northern Saskatchewan.

The Elders Advisory Council is comprised of up to five (5) members, which will include members from the areas in northern Saskatchewan, such as the Northwest, Northeast, Far North and Central locations. The members will have expertise in fields relevant to the Council's mandate, specifically as it pertains to

Indigenous knowledge. Applicants to the council will provide a letter of intent, current resume and criminal record check to the Executive Coordinator to the President & CEO/Board. The Manager of Indigenous initiatives and the Executive Coordinator will compile the applications, making sure that all required information is included and submits recommendations to the President & CEO and Board of Directors for final approval.

The President & CEO of Northlands College is welcome to attend the Elders Advisory Council meetings.

Invited Guests

Guests are invited to contribute to the Elders Advisory Council when additional or specific expertise is required. Based on Elders Advisory Council advice as well, the Indigenous Initiatives Manager may invite guests to attend particular meetings or join the Council for a defined time.

Code of Ethics

Members are also encouraged to conduct themselves in an appropriate manner. For clarity, that means members must behave consistently with the principles/values of:

Good faith; mutual respect and honour; kindness; generosity; trust; humility; honesty; and Integrity.

Travel and Expenses

In the spirit of the traditional gift exchange, all Elders Advisory Council members are to be given an honorarium of \$150.00 for time spent at a meeting. As well, as appropriate mileage and accommodations.

Frequency of Meetings:

The Elders Advisory Council will meet a minimum of three times per year and a maximum of five times per year. One of these meetings will coincide with the Board of Directors AGM in June or September of each year. Elder's Council meetings will be at the Elie Fleury Culture Centre either by video or in person.

Tenure

Elder Advisory Council members will be a maximum of a three-year term. If a member of the Council is no longer willing or able to serve on the Council, that member will advise the Indigenous Initiatives Manager of their intentions in writing. The Manager of Indigenous Initiatives will submit and request to fill a vacant position to the President & CEO.

Contact Person:

The Indigenous Initiatives Manager will be the contact person for the Elders Advisory Council.

Minute – Taken:

The Sr. Administrative Assistant to the Indigenous Initiatives Manager will be the official minute taker for all meetings. If he/she is not available, a designate will be available.

Transparency

Northlands College is committed to transparency as an operating principle. All activities of the Elders Advisory Council are to be transparent by having minutes available when requested with the exception of information that may be sensitive in nature such as student or staff support.

Deliberations, Decision-making and Reports

The Indigenous Initiatives Manager prepares all reports of the Council proceedings and making sure highlight key discussions to be presented at regular Board meetings.

Meeting Agendas

The Indigenous Initiatives Manager in consultation with the President & CEO office will prepare the agenda.

Decision-Making Procedures:

The Elders Advisory Council will operate by mutual consent of their members. A quorum is a majority of the members present at a meeting.

Communication of Decisions:

The Elders Advisory Council will report on their recommendation(s) to the Indigenous Initiatives Manager and, if needed to the President & CEO.

The Indigenous Initiatives manager in collaboration with the Elders Advisory Council will review the mandate, activities and Terms of Reference on an ongoing basis.

Having a clear vision, similar to the Eagle. The Eagle flies highest of all birds, in order to see everything.”

Policy Originated: May 2021	Approved by: Board of Directors
Last Approved: December 17, 2021	Signature: 