

## **Xaxli'p Elders Committe**

### **Terms of Reference**

The Elders' group known as Xaxli'p Elders Committee is presenting the following "Terms of Reference" document for current and future Elders. This document outlines the guidelines for meetings, the purpose, and scope of the Elders Committee.

#### **Elected Officials:**

Elected officials will serve a two (2) year term commencing, June 14, 2017, and be known as the Xaxli'p Elders Executive Council.

Appendix 'A' lists the current list of elected officials.

A Xaxli'p Elders Catering sub-committee will develop a Terms of Reference and process for involving Xaxli'p Elders in fundraising.

#### **Membership:**

The definition of Xaxli'p Elders Committee is anyone who is sought after for their wisdom, knowledge and respect for all things including people, land, water, etc...

The minimum age to sit as a presiding member of the Xaxli'p Elders Committee is 60 (sixty) years old.

#### **Meeting Guidelines:**

The Xaxli'p Elders Committee meeting is the second Wednesday of every month, after the monthly Elders luncheon, at the Xaxli'p Administration building.

The Xaxli'p Elders Executive Council will meet quarterly with Chief & Council, as needed.

- Open with a prayer
- Respectful to others in the Committee, as well as office staff and community members
- No talking or interruption while someone is speaking
- This is a non-political table, we make recommendation and are an advisory entity to Chief & Council, Xaxli'p office staff and community members
- Maximum participation would be encouraged by the chairperson. Rides are available for Elders when needed
- Transparency on all issues
- As Elders, we would appreciate follow-up phone calls

#### **Purpose:**

- To provide advice and guidelines to Xaxli'p Chief & Council
- To meet as a group to discuss plans for activities, trips, etc...
- Provide guidance in areas of cultural undertaking, eg – community gatherings, pow wows, language, traditional ceremonies, etc...
- Build relationship with the youth, other Elder groups within the St'at'imc Nation, and the province
- Assist with territorial and aboriginal title and rights when requested

**Authority and Transparency:**

- At times, we will make internal decisions and agree to our own actions on a consensus basis
- Provide quarterly or monthly reports including:-
  - Financials
  - Xaxli'p Elders Committee and Xaxli'p unity monthly meetings
  - Other meetings pertaining to Xaxli'p Elders
- Phone calls to Xaxli'p Elders, one (1) week prior to meetings
- Xaxli'p Elders Committee ethical fundraising and financial accountability code
- Two (2) weeks notice for cooking and any other activities involving the Xaxli'p Elders

**Accountability:**

For the preservation and integrity of the Xaxli'p Elders, as vital part of the Xaxli'p community, we will hold ourselves responsible for honoring and modeling the principles of the ten (10) teachings, we will hold each other responsible in this undertaking:-

- 1) Respect
- 2) Truth
- 3) Compassion
- 4) Integrity
- 5) Humility
- 6) Kindness
- 7) Bravery
- 8) Wisdom

9) Love

10) Honesty

**Review:**

The Xaxli’p Elders Committee will review and revise the Terms of Reference as needed.

**Xaxli’p Elders Committee meeting – May 31, 2017**

The Xaxli’p Elders agree to adopt the “Terms of Reference” in principle, effective as of May 31, 2017.

**APPENDIX ‘A’**

**Xaxli’p Elders Committee – Executive Council**

President: Pauline Michell

Vice-President: Herman Alec

Treasurer: Barb Marchand

Secretary: Franny Alec

Cheque Signers: Pauline Michell

Herman Alec

Barb Marchand

## **APPENDIX 'B'**

### **Xaxli'p Elders Committee Fundraising and Accountability Policy**

This policy will be in effect to ensure ethical and financial responsibility for the Xaxli'p Elders Committee.

Gathering donations on behalf of the Xaxli'p Elders Committee shall treat the donors with respect, and every effort shall be made to honor their request to:-

- Remain anonymous, if that is their wish
- Limit the frequencies of asking for donations
- Discontinue donations where they have no interest

#### **Fundraising Practises:**

Gathering donations on behalf of the Xaxli'p Elders Committee shall:-

- Be truthful and respectful
- Describe the activity and the intended use of the funds raised

Volunteers, employees and third party who gather donations on behalf of the Xaxli'p Elders Committee shall:-

- Adhere to the provisions of this ethical and financial accountability policy
- Act with fairness, integrity and honesty
- Stop asking for donations when refused by the vendor(s) or individuals

#### **Financial Transparency:**

The Xaxli’p Elders Committee financial affairs will be conducted in a responsible manner and consistent with the ethical obligation of our Committee. Financial reports are necessary to achieve transparency and accountability to its members and community.

Financial Reports Will Be:

- Factual and accurate
- Discuss fundraising amounts including donations
- Identify grants separately
- Decisions to spend will be reported to the Committee at a regular convened meeting
- No authorization or spending will occur without prior approval of the Committee
- Mismanagement of funds or misrepresentation on behalf of the Xaxli’p Elders Committee under this policy will result in consequences as decided by the Committee
- A Band Council Resolution will accompany funding applications, should it be required

This policy shall be in conjunction with the Xaxli’p Elders Committee Terms of Reference. It may be amended accordingly, as needed.

**Accept the Xaxli’p Elders Committee Terms of Reference**

Date: \_\_\_\_\_

***Xaxli’p Elders Committee:***

\_\_\_\_\_  
Pauline Michell  
President

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Herman Alec  
Vice-President

***Xaxli’p Chief & Council:***

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Darrell Bob, Chief

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Isaac Adolph, Councillor

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Bernard John, Councillor

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Chester Alec, Councillor

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Rena Joseph, Councillor

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Colleen Jacob, Councillor

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Edwin Mountain, Sr, Councillor

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Shonna Jacob, Councillor