

SQUAMISH NATION 2017 BAND MANAGER CANDIDATE CHECKLIST

Squamish Nation members seeking election to Band Manager need to follow the outline below.

Check Boxes

- Completion of the Contact Form (attached) in full.
- Completion of the Candidate profile form (attached) in full.
 - Your candidate profile will be shared with all voters in Squamish Nation.
- Completion of the Knowledge and Experience Matrix
- Good quality head and shoulders picture of yourself (passport/head shot), preferably a digital picture emailed to (SNelection@squamish.net)

Optional

- A video, not more than 2 minutes, where you have the opportunity to let Squamish Nation voters know why you should be elected to Band Manager.
 - The Squamish Nation website will include your Profile first and then your video. Email video to (SNelection@squamish.net). If the video file is too large to send by email, a Squamish staff person will email each candidate a web-link and instructions to upload video.

Please Note: The candidate profile and picture will be used in printed form and this information along with the video will be included on the Squamish Nation Website. All photos and videos submitted will remain the property of the Squamish Nation.

Please Submit Candidate Nomination Package per below: **(Deadline is November 13th, 2017, 4pm PST)**

Please submit the Nomination Form, Candidate profile and digital picture electronically to (SNelection@squamish.net). Please submit video in a separate email to SNelection@squamish.net or to the web-link that will be emailed to you if the video file is too large to send by email. If you require assistance in submitting the information, please contact SNelection@squamish.net and a staff will respond with assistance.

SQUAMISH NATION 2017 BAND MANAGER CANDIDATE CONTACT FORM

CANDIDATE INFORMATION

NAME (PLEASE PRINT)	SIGNATURE (printed name is considered digital signature – if submitted by email)	
MAILING ADDRESS	CITY	POSTAL CODE
E-MAIL	STATUS #	
TELEPHONE #	CELL #	

Serving as Band Manager requires a significant amount of time to engage with Membership and Squamish Nation administration. The time commitment expected is approximately 220 work days annually for the duration of the Band Manager term. Band Manager Remuneration is based on this time commitment.

Are you willing and able to commit to this time

YES NO

Are you willing to have a Criminal Background Check

YES NO

SQUAMISH NATION 2017 BAND MANAGER CANDIDATE PROFILE FORM

CANDIDATE INFORMATION

FIRST NAME:	LAST NAME
-------------	-----------

1) EDUCATION BACKGROUND

LIST POST SECONDARY DEGREE OR DIPLOMA	EDUCATIONAL INSTITUTION	YEAR COMPLETED

2) MOST CURRENT EMPLOYMENT / OCCUPATION BACKGROUND

EMPLOYER	JOB TITLE	YEAR(S)

3) LIST ANY PROFESSIONAL DESIGNATIONS

DESIGNATION	DESCRIPTION	YEAR ACHIEVED

4) LIST ANY PROFESSIONAL ASSOCIATIONS OR GROUPS YOU ARE PART OF

ORGANIZATION OR GROUP NAME	DESCRIPTION	YEAR(S)

SQUAMISH NATION 2017 BAND MANAGER CANDIDATE PROFILE FORM

5) LIST RELEVANT SQUAMISH NATION COMMUNITY ACTIVITIES

NAME	DESCRIPTION	YEAR(S)

6) What are the top three reasons why you want to be elected to Band Manager?

1	
2	
3	

7) What do you feel are the top three social issues facing Squamish Nation that you want prioritized?

1	
2	
3	

2017 BAND MANAGER CANDIDATE KNOWLEDGE & EXPERIENCE MATRIX

Please complete the attached Knowledge and Experience Matrix. This matrix will provide voters with information to inform them on candidates with varying and different knowledge, experience and skill sets.

Use the Guide on the next page for reference. Then check the box for each line that applies to your experience and knowledge. Complete in full. Blanks will be filled as “none”.

INDUSTRY / FIRST NATION EXPERIENCE		None	Some	Extensive
Policy	Policy Drafting			
	Policy Development			
	Community Engagement			
Law	Aboriginal Law			
	Corporate Law			
	Labor Law			
Government	Federal			
	Provincial			
	Municipal			
First Nation Experience	Management			
	Economic Development			
	Rights & Title			
	Education			
	Housing			
	Health			
	Child and Family Services			
Administration (Finance or HR)				
COMMUNITY KNOWLEDGE		None	Some	Extensive
Squamish Nation	Language (Speaking)			
	Cultural Protocols			
	Traditional Knowledge			
	Community Awareness			

Guidelines for use:

These guidelines and definitions are intended to provide examples in each sub category to assist you in completing the Knowledge and Experience matrix.

1. **“None”** - refers to no proven practical experience, training, or academic learning in specific category topic.
 2. **“Some”** - refers to some or any practical experience, training, and or academic learning in the specific category topic.
 3. **“Extensive”** – refers to direct, proven, and or specialized experience, training, and or academic learning in the specific category topic.
-

2017 BAND MANAGER CANDIDATE KNOWLEDGE & EXPERIENCE MATRIX

1. **Governance:** defined as the set of rules, processes, customs, policies, and laws affecting the way a government or corporation carries out its decision making and actions:

Council or Board Member Experience:

- Public Sector Board Level – includes any elected or appointed position to a government organization.
- Private Sector Board Level – includes any non-government board position.
- First Nation Government – includes experience as a First Nation Council member.

2. **Industry/First Nation Experience:** defined as certain Federal, Provincial, Municipal, corporate or First Nation experience:

Policy

- Policy Drafting – Experience in drafting policies and procedures for a government, public company, or private corporation.
- Policy Development – Political or Administrative experience with process of approving policies for a government or publicly accountable company.
- Community Engagement – worked with stakeholders through policy papers, workshops, community meetings, and or town halls.

Law

- Aboriginal Law – experience in interpreting and or applying Aboriginal Rights and Title matters. (i.e. you worked as a policy analyst, legal analyst, First Nation Negotiator etc.).
- Corporate – experience in interpreting and applying laws, rules, guidelines and procedures with respect to shareholders, directors, employees, and creditors.
- Labor – experience in the field of interpreting and applying Canada or Provincial labour standards Regulations.

Government

- Federal – worked with or in the federal government system.
- Provincial – worked with or in the provincial government system.
- Municipal – worked with or in the municipal government system.

First Nation Experience

- Management – (CEO, COO, CFO, Dept Head) or equivalent of a First Nation, First Nation institution or other practical experience pertaining to First Nation administration.

2017 BAND MANAGER CANDIDATE KNOWLEDGE & EXPERIENCE MATRIX

- Economic Development – worked with First Nations on the development or implementation of an economic development project.
- Aboriginal Rights and Title – worked on negotiating and/or managing the content, referrals, and stakeholders relations with respect to Rights and Title.
- Education – worked on the development and or implementation of First Nation Education Program and Services.
- Housing – worked in or on the development and or implementation of a First Nation Housing program or service.
- Health – worked in or on the development and or implementation of a First Nation Health program or service.
- Child and Family Service – worked in or on the development or implementation of a First Nation Child and Family program or service.
- Administration– experience pertaining to First Nation’s technical administration such as Finance or Human Resources.

3. **Financial Expertise:** defined as an understanding of Accounting Standards and financial reporting with knowledge in current financial management issues:

Financial Management

- Financial Reporting – experience pertaining to preparation or reviewing budgets or financial statements.
- Risk Management – experience on dealing with the identification, assessment and prioritization of risks of an organization.
- Internal controls – experience in dealing with an organizations internal control environment (i.e. the procedures in an organization that prevent or detect things like fraud, manipulation, or mistakes etc.).
- Financial Literacy – ability to read, fully understand and interpret a set of financial statements such that you can identify issues affecting the overall financial health of an organization.
- Audit Committee– experience on an audit committee or similar role that had oversight of the financial reporting, budgeting, and other significant financial matters of an organization.

4. **Business Experience:** defined as an understanding of the full scope of operating a business.

- Operating a business - are you an entrepreneur or have owned and operated a business as a business owner or the most senior manager.

2017 BAND MANAGER CANDIDATE KNOWLEDGE & EXPERIENCE MATRIX

- Communications – experience in the development or implementation of a marketing or communication strategy.
- Strategic Planning – experience in developing a Business plan or a strategic plan.
- Technology – knowledge or experience in current information technology including systems architecture and software applications.

5. **Community knowledge:** defined as specific awareness, knowledge and understanding of Squamish Nation.

Squamish Nation

- Language – you are fluent or proficient at Squamish Nation language (select Extensive) and if can speak few words or phrases (select “some”).
- Cultural Protocols – you actively participate and have understanding of Squamish Nation cultural protocols (eg. Ceremonies, Funerals, Canoe Journeys, etc.).
- Traditional Knowledge – you have understanding and know locations of Squamish Nation reserve lands and can explain Squamish Nation’s traditional territory. You also know historical events, agreements, and decisions that have made a significant impact to where Squamish Nation is today.
- Community Awareness – you are familiar with the basic family tree history and family connections to Reserves etc. and or have understanding of the specific community social issues facing each of Squamish Nation residential reserves.

2017 BAND MANAGER CANDIDATE DECLARATION FORM

Candidate Declaration

By submitting the Candidate information as listed below, the Candidate does certify that all statements and information contained in the submitted documents are true and correct and consent the Squamish Nation Administration to take reasonable steps to verify all information as may be necessary. I acknowledge and accept the Squamish Nation may exclude information that makes clear misrepresentations. By typing my name in the area below, I confirm that all information provided is accurate, honest and to best of my abilities, and acknowledge that this is considered a legal signature for these purposes:

Submitted Documents:

- Contact Form
- Candidate Profile Form
- Knowledge and Experience Matrix

Signature of applicant:

(print your name as digital signature or sign using a “pen” if submitting the information in person)

Date

2017 BAND MANAGER CANDIDATE VIDEO SUBMISSION INSTRUCTIONS

Instructions on How to Submit your Video

Save the video on your phone, camera or laptop. You will not be able to send this large file directly by email, a staff person from Squamish Nation Administration will email you with a secure link after you have emailed your completed Contact Form and Candidate Profile Form is received at SNelection@squamish.net.

Advice on Video Production



We recommend that you use a well-lit area for filming and be close enough to the microphone to capture good audio. Let your face fill most of the frame (horizontally), like this



We do not recommend your video be filmed vertically like the example to the left:

Look into the camera lens while speaking. Ensure the camera is slightly above eye level, neither too far below your chin nor above your eyes.

Advice on Video Content

- What is your political platform or strategic direction you want the Nation to take
- What are your top strategic issues and what are your solutions
- What policy areas do you want to see addressed
- Provide information on your qualifications and experience

Further Help

If you need further help with this you can contact email SNelection@squamish.net.