



SQUAMISH NATION

May 7, 2018



Are you Interested in Joining an Advisory Committee to Council?

Dear Squamish Nation Members,
Council is seeking applicants for four Advisory Committees:

- Elders Advisory
- Youth Advisory
- Budget & Financial Reporting Advisory
- Housing Advisory

Each committee will: have a maximum of ten members, be 100% volunteer, and appointed for a two-year term. Each committee will include two Council members as non-voting liaisons to the committee.

The purpose of the Advisory Committees are to provide advice to Council related to the matter set out by Council.

It is also important to note that Advisory Committees do not exercise authority over Administration, Staff or Council, but may make requests presentations from staff or make requests for relevant information through a request to the Co-Chairs of Council.

Potential goals of the Advisory Committees could be to:

- provide advice on the strategic plans related that issue (elders, youth, etc.);
- to monitor impacts of policies related to the issue;
- or more as to be determined by the Committee in a Terms of Reference to be approved by Council.

What?

4
Volunteer
Advisory
Committees

When?

2 Year
Commitment
to monthly
2 hr.
meetings

Who?

10 Members
plus
2 non-voting
Councilors

Why?

Provide Advice,
Get Involved,
Help Council Stay
Connected to
Membership

How?

Advisory
Committees provide
advice related their
focus (Elders,
youth, housing
or finance)



Interested?

Apply by June 5, 2018

1. Send, or drop off, a cover letter & a reference letter to: denise_jensen@squamish.net

2. Council will review applications and appoint advisory committee members

3. Committees will appoint a Chair & co-create draft Terms of Reference

Application Process

Applicants are asked to submit:

1. A Cover Letter (max two pages)
2. A Reference Letter related to Committee you are applying to.

Please submit different cover letters if applying for different committees. Please indicate in your cover letter which committee you are applying.

Application packages can be dropped off at the main office or emailed to denise_jensen@squamish.net with the subject line "Advisory Committee Application".

Council will review applications and appoint Committee members based on: background, experience and interest. Council will strive for a gender and age balance, as well as regional representation of applicants from North Vancouver, Squamish Valley, and those who live away from the community.

- Elder is defined as 55+ from the day they are appointed.
- Youth is defined as 13-30 from the day they are appointed.

Chen kw'enmantúmiyap

In line with our goals of Council renewal & increased transparency, these four committees are just the beginning, with more to come.

Terms of Reference Overview

Once appointed, the first order of business will be to appoint a chair of the advisory committee and draft a Terms of Reference which must outline:

1. General Purpose
2. Key Duties and Responsibilities
3. Appointed Members
4. Meetings
5. Specific Annual Objectives
6. Reports and Target Dates

The Chairs of each Advisory Committee are responsible for managing the Committee meetings and reporting to Council.

Committee meeting times, length, and dates are to be determined by the Committee in the Terms of Reference, but are likely once a month for 2 to 2.5 hours. Conference or Video-conference is an option as well for off-reserve members.

Terms of Reference: the scope & limitations of an activity

