

TA'AN KWÄCH'ÄN COUNCIL

TERMS OF REFERENCE (TOR) FOR THE EDUCATION COMMISSION



ESTABLISHED FEBRUARY 2009

REVISED 24 May 2017

Duly accepted by Chief and Council on this 24th day of May 2017


Chief Kristina Kane

“The Ta’an Kwäch’än Council is committed to providing holistic educational programming to citizens that promotes life-long learning. Programming will be sustainable and complemented through partnerships. Our vision is that citizens are successful in the navigation of two worlds—achieving learning goals and honoring our Southern Tutchone language, culture, and heritage.”

Education Vision Statement, Ta’an Kwäch’än Council

AUTHORITY

1. The Education Commission (the "Commission") shall derive its authority from Chief and Council Resolution 2009—03, "Establishment of the Ta'an Kwäch'än Council Education Commission," (Appendix 1 passed by consensus on 3 February 2009)

and

Motion 2017-05-06 (May 24, 2017) “To approve the Ta’an Kwäch’än Council Terms of Reference for the Education Commission as presented.

CURRENT CONTEXT

2. The Ta'an Kwäch'än Council delivers comprehensive Education programming for citizens that supports life-long learning. Some of the funding that support these programs is administered on behalf of Canada and is subject to the relevant program policies and guidelines.
3. Under its final and self-government agreements, the Ta'an Kwäch'än Council has the authority to negotiate the devolution and assumption of responsibility for the management, administration and delivery of certain education and training programs and services within the jurisdiction of the Ta'an Kwäch'än Council.

MANDATE AND SCOPE OF ACTIVITIES

4. The Commission shall have authority over Education programming and shall guide the educational and training programs and services provided by the Ta'an Kwäch'än Council.

Specifically, the Commission shall:

- a.) carry out its duties and responsibilities in accordance with TKC’s Education Policies;
- b.) participate as TKC representatives in Education Initiatives impacting on TKC Citizens;
- c.) advise and assist, when requested, the Manager of the Education Department;
- d.) make recommendations and report, when required, to Chief and Council; and
- e.) perform such other tasks that fall within the mandate and scope of activities of these *Terms of Reference*.

PROCEEDINGS

5. To achieve the tasks set out in section 4 of these *Terms of Reference*, the Commission shall:
 - a.) appoint the Education Manager as Chair (ex-officio “Chair”) of the Commission;
 - b.) meet on a regular basis, minimum of three times a year;
 - c.) review these *Terms of Reference*, including the *Appendices* listed under section 22 of these *Terms of Reference* on an annual basis; and

d.) establish and make available to Chief and Council a schedule of meetings of the Commission.

REPORTING

6. The Chair shall provide Chief and Council with summary reports of the activities of the Commission, as required.

BUDGET

7. The Education Manager, with input from the Commission, will prepare an annual work plan and operating budget.
8. The work plan and operating budget for the Commission shall be reviewed for approval as part of the annual Ta'an Kwäch'än Council budgeting process.
9. The Chair shall monitor the work plan and operating budget for the Commission and shall provide updated reports as needed.

HONORARIA

10. The members of the Commission shall receive an honorarium in accordance with paragraph 3(b) and subsections (4) and (5) of the Honoraria Regulation (2007), TKC/01-Ch1.

VALUE AND ETHICS CODE AND OATH OF SECRECY

11. Each member of the Commission, upon his or her appointment, shall sign the "Value and Ethics Code and Oath of Secrecy of Committee Members."

MEMBERSHIP

12. The Commission shall be composed of a representative from each of the five traditional families, appointed by Chief and Council for a term of three years.
13. Commission members may be reappointed.
14. The Manager and staff of the Education Department shall be ex-officio representatives on the Commission.

QUORUM

15. The quorum of the Commission shall be no less than three members.
16. Quorum is required for any decisions.
17. In situations where a majority of members are unable to meet face-to-face, quorum may be achieved with the assistance of technology.
18. The Commission will strive for consensus decision-making.

COMMUNICATION OF DECISIONS

19. All decisions made by the Commission regarding student applications, requests and appeals shall be communicated in writing to the students in accordance with Education Policy.

LOCATION OF MEETINGS

20. The meetings of the Commission shall be held in a location to be determined by the Chair and may be held in-person or with the assistance of technology.

REVIEW OF THE TERMS OF REFERENCE

21. The *Terms of Reference* for the Commission shall be reviewed annually.

LIST OF APPENDICES

22. In addition to the appendices listed under this section, the Commission may request any documents and information it deems essential to perform its mandate and scope of activities from the Ta'an Kwach'an Council.

- Appendix A Board Resolution 2009—03, *Establishment of the Education Commission*
- Appendix B Chief and Council Motion amending the *Terms of Reference*
- Appendix C TKC Education Policies
- Appendix D *Value and Ethics Code and Oath of Secrecy of Committee Members*