



## Gingolx Education Committee (GEC) TERMS OF REFERENCE

August 3, 2005

### Mission Statement:

The Education Department Administrative Support Staff and Education Committee Members of Gingolx Village Government believe, that *in the spirit of learning and in pursuit of excellence, we can achieve success via our "future leaders of tomorrow."*

Ultimately, our goals are to;

- Implement a strong educational program, one of which is essential in assisting in the success our Gingolx Membership.
- To be fair and considerate of all Gingolx Membership in application for funding for educational endeavours.
- Promote empowerment of our people through educational opportunities available to Gingolx Membership
- Provide a just and equitable program of sponsorship to all those eligible under Gingolx Membership/Nisga'a Citizenship.

It is the Gingolx Education Committee and Education Administrative Staff's unified philosophy that, *"through education financial assistance to our membership, we can and will succeed in the empowerment of our Gingolx Membership/Nisga'a Citizenship through educational opportunities."*

### PREAMBLE:

The **Gingolx Education Committee (GEC)**, a sub-committee to the **Gingolx Village Government (GVG)**, is responsible for the administration of educational services to the Gingolx Membership. The mandate of the Education Committee is to assist in the educational and vocational development of the Gingolx Membership. GEC's role via the Education Administrator is;

- To ensure that an effective fair process and procedure of decision-making are established to assist in the delivery of educational services.
- To ensure equitable distribution of services based on equal access
- To be accountable to GVG for the Education Budget.
- To provide direction, support, and consultation to the Education Staff.
- To assist in strategic planning, development and implementation to the Gingolx Education Funding Program(s).

GEC will function as a governing body, which is ultimately accountable to GVG. The authority of GEC was ratified by GVG to function as a sub-committee for the benefit of Gingolx Membership.

## THE GINGOLX EDUCATION COMMITTEE (GEC)

### **GOVERNING PROTOCOL:**

- Meetings will be conducted through the parliamentary procedures adopted from Roberts Rule of Order.
- GEC Members will abide by GVGs “Code of Ethics” and will consent fully to “CONFIDENTIALITY”.
- Meetings will be prescheduled, monthly and 1 Annual General Meeting, Special Meetings and Adhoc Committees when the situation requires or conference calls in extreme emergencies.

### **ACCOUNTABILITY:**

GEC is ultimately responsible to GVG in conducting educational business by exercising indicated authority as set out by GVG to;

- Make policy decisions and recommend amendments to existing policies to GVG for ratification prior to implementation.
- Develop policy and guidelines for the programs
- Monitor and maintain an effective financial plan
- Monitor and review the Education Department administrative staff and programs on an on-going basis to ensure that the quality and effective services prevail.
- To make policy and guideline amendments as required to ensure that the Education Administrator can maintain effective control over the daily business operations of administering programs and services.
- To assist in the creation and development of innovative educational programs and initiatives, which support and promote GEC’s mission.

### **COMPOSITION:**

GEC will consist of 3 voting Committee Members;

- GVG will appoint Education Committee Members (sub-committee) at a term of two years.
- 1 member of the public based on GVG’s selection.
- 1 GVG Councillor - Chairman (Director of Education – GVG Education Portfolio)
- 2 Ex-officio – Education Administrator & GVG Village Manager.
- Quorum: The Quorum will consist of a minimum of two members plus the Chairman.

### **GEC TRAVEL POLICY:**

There will be no travel (outside Gingolx) for any meetings or business related to Gingolx Education Administrative duties. Travel opportunity, if at all, will be at the *discretion and approval of GVG and only in extreme situations.*

**CONSULTATION:**

GEC will ensure that there is an established consultation mechanism which will ensure that Gingolx Members;

- Are aware of strategic plans
- Are provided with the Post Secondary Education (PSE) Policies and any other necessary policy manuals related to specific areas of sponsorship.
- Have opportunities to be involved in the design/creation of policies, programs, and innovative initiatives that support and enhance the education philosophy of the Gingolx Education Program.
- Expenditure? Assist by equitable suggestions regarding disbursement of Education Funds in consideration of eligibility and feasibility of allocation of these funds to the Gingolx Membership (Nisga'a Citizenship required).

**AMENDMENTS:**

GEC will be responsible to recommend amendments to GVG in regards to upgrading the existing terms of reference or to suggest ways to improve the terms of reference over time as the Committee evolves/matures.

**EDUCATION ADMINISTRATOR:**

The Education Administrator is directly accountable for but not limited to;

- a) Logistics, planning meetings, notification to Committee Members.
- b) Monthly progress, activity and financial reports to the Committee.
- c) Maintain accurate minutes and records regarding allocation of education funds.
- d) Reporting directly to the Village Manager, maintaining lines of authority and accountability as per Gingolx Organizational Structure.
- e) Carry out decisions (action minutes) made by the Committee.
- f) Request finance report from the GVG Bookkeeper (Finance Employee) prior to each monthly meeting for presentation and further request any relevant financial spreadsheets, correspondence etc. from specific Education Staff for monthly meetings.