EXECUTIVE OFFICE MANDATE

Mandate:

The **Executive Office** is responsible for the organizational governance of the Mohawk Council of Kahnawà:ke (MCK) under the authority of the Council of Chiefs and is empowered with the authority and duty to govern over the organizational strategy and direction.

The **Executive Office** is responsible to ensure effective communication channels exist throughout the organization and functions as the triage center to determine priorities and action.

The **Executive Office** is responsible to plan, implement and oversee the global management system that establishes the rules, standards, roles and responsibilities as well as the flow of information within the organization.

The **Executive Office** is empowered to delegate and direct the following domains and identified functions within the MCK, including but not limited to:

a) Organizational governance of the MCK which include Financial Management, Asset Management, Human Resources, Information Management, Strategic Management, Public Relations, Legal Services;

b) The management of community resources and assets which includes Financial, Lands, Environment, Infrastructure, and Labor;

c) Client Based Services addresses identity, social and jurisdictional issues of the community. It ensures sufficient shelter, basic income and support for the well-being of Kanien'kehá:ka of Kahnawà:ke through Membership, Housing, Social Assistance and Recreation;

d) Ensures an integrated approach to Public Safety;

e) Ensures an integrated approach to Language & Cultural training;

Authority & Responsibility:

The **Executive Office** is responsible to protect the organizational integrity.

The **Executive Office** has authority and responsibility to govern over administrative and operational affairs. It shall plan and implement organizational strategies, standardized practices and provide expertise and guidance to the Council of Chiefs for decision making to serve the best interest of the community.

The **Executive Office** identifies organizational goals and oversees strategic and operational plans to support the strategic direction of the organization. This will contribute to Comprehensive Community Planning and support the community vision.

The **Executive Office** has the authority to lead and direct the organization during critical situations.

The **Executive Office** is accountable to the Council of Chiefs and / or the FAO Committee for all organizational governance decisions and actions performed.

Affiliated Authorities:

1. Administrative Affairs Portfolio Chief
2. Council of Chiefs
3. Finance Administration & Operations Committee
4. Executive Team
5. Executive Director's Committee

APPENDIX

Definitions

Comprehensive Community Planning: Comprehensive community planning is the consolidation of the various areas of organizational planning and strategy along with comprehensive community engagement in relation to or under delegated mandates handed down by Chief and Council or its delegate. This ensures the best use of resources that integrates and links all other plans the community has produced is inclusive at all levels including the community and represents the perspectives of community members. Consideration of all key planning areas through one unified process using a multi-disciplinary approach defines community planning as a holistic and integrated exercise.

Expertise: Basis of credibility of a person who is perceived to be knowledgeable in an area or topic due to his or her study, training, or experience in the subject matter.

Management System: a framework of policies and procedures used to ensure that an organization can fulfill all tasks required to achieve its objectives. Requirements for policy, operational, project, strategic and quality management frameworks are applicable to the Mohawk Council of Kahnawà:ke

Critical Situations: A situation that may affect operations and/or the community. A critical situation can be a natural disaster, political conflict, technology failure, etc.

Mandatory Requirements

1. MCK Administration Manual Personnel Policy
2. Chief & Council Request for Decision – April 22, 2014 – Master Placement Plan
3. Chief & Council MCED #62/2016-2017 - MCK Strategic Plan 2017-2022
4. FAO Committee Resolution #2/2016/17 – MCK Mandate Policy
5. Any applicable Kahnawà:ke Laws and associated regulation(s)

Signatories

This mandate has been reviewed and is accepted. On behalf of the Executive Office, I sign in agreement.

Alana Goodleaf Rice — Aug 7/17 Date
Executive Director

Grand Chief Joseph Tokwiro Norton — Aug 7, 2017 Date