

# YOUR ROLE IN ADMINISTRATION



## Role Play Scenario

You have been just hired as the Director of Operations. On your first day a briefing meeting is held with the Chief. He advises that leadership's role is to ensure there is good governance practices and to ensure there is accountability measures for the management of programs, services and the administration of the assets of the community. He has asked you to prepare a report for Chief and Council and be prepared to report in one week.

You send an email requesting program managers to prepare program reports and the financial controller to prepare YTD financial statements. You receive the financial statements and find that there are several programs way over budget. The program managers reports do not report on the budget of the programs or services. You have been advised by program managers that it is the controller's responsibility to provide the budget to Chief and Council on a monthly basis. You speak to the Chief and he advises that they have not seen statements for three months and is concerned about the situation as March 31/17 is fast approaching. In your group select a recorder and reporter. What would you look for from within the organization and what would you report to Chief and Council.

Your role in the administration of your community has many functions:

- Community Relations
- Leadership Management/Relations
- Policy Development
- Funding Agreements
- Strategic Planning
- Human Resource
- Financial Management
- Organize
- Control
- Communicate
- Delegate
- Business Development
- Program Delivery
- Service Delivery
- Asset Management
- Public Liaison
- Federal/Provincial/Municipal Government Relations
- **Distinguishing between Self Administration and Self Governance**

	<b>Self – Administration</b>	<b>Self-Government</b>
Jurisdiction	Limited to narrow policy domains and subject to federal & provincial veto	Vested in First Nations covering wide array of policy domains
Governing Institutions	Designed by outsiders (federal government & Indian Act)	Designed by First Nations
Core Functions of Government	Administer programs Distribute resources Manage internal affairs of nation to extent allowed by Canadian or provincial law	Constitutional foundation Make & enforce laws Make & implement decisions Fair, non-political resolution of disputes Administer programs Manage internal & external affairs of nation as allowed by FN law

	<b>Self – Administration</b>	<b>Self-Government</b>
Revenue	Mostly from federal government, other revenue focus mostly on grants, proposals, lobbying	From diverse sources, including federal government, enterprise development, other revenue-generating options
Accountability	Typically one-way, First Nation accountability to funders, especially federal government	Multi-directional First Nation accountability to their citizens First Nation accountability to funders Federal accountability to First Nations for policy decisions
Inter-governmental decision-making processes	Consultation with First Nations, then government decides what to do Assumption that other governments know best	Partnership, decisions are jointly made where substantive First Nation interests are involved

How do we use the resources?

# Resources

- Operations
- Reporting

How do we Govern ourselves?

# Leadership

- Roles
- Responsibilities

How do we participate?

# Community

- Expectations
- Needs

Outline the fundamental purposes of the nation's government,

How that government is organized,

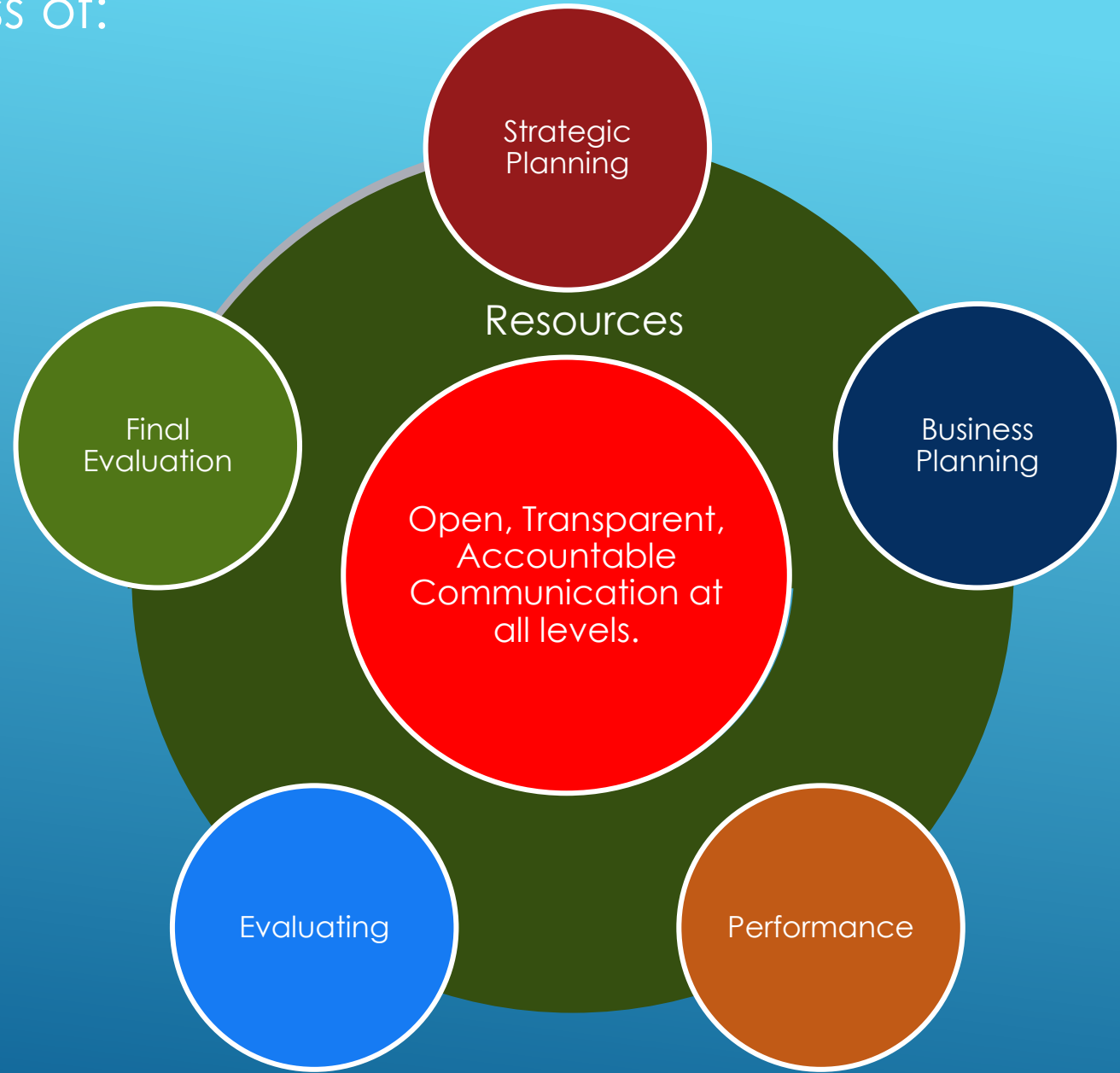
Who has what authority and when that authority can be exercised,

What the basic rights of citizens are, and

How can we effect change.


What resources are available.

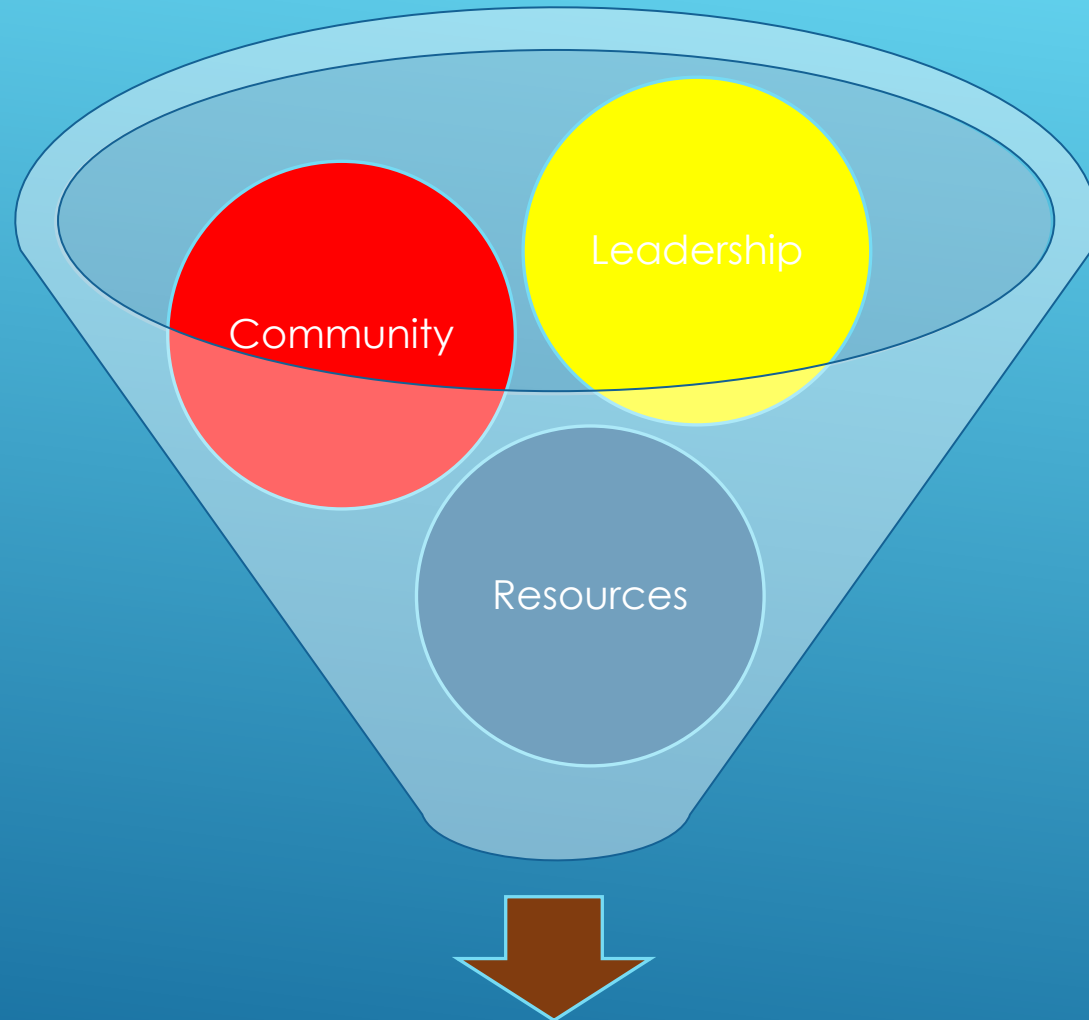
Planning is a cyclical process of:





# BE PREPARED

- Be prepared **planning** is an ongoing cycle
  - Be prepared to **participate** at all levels
  - Be prepared to make **decisions and recommendations**
  - Be prepared to **face and overcome obstacles**
  - Be prepared to **problem solve**
  - Be prepared to **answer questions**
  - Be prepared to **report**
  - Be prepared to **celebrate success**
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Through good governance, best business practices and community participation there will be successful outcomes