

## **1. ACCOUNTABILITY**

The KIA 1<sup>st</sup> Vice-President is accountable to Kitikmeot beneficiaries of the Nunavut Land Claims Agreement.

## **2. POSITION SUMMARY**

The 1<sup>st</sup> Vice-President is responsible for acting on behalf of the President during absence or incapacity. As such the 1<sup>st</sup> Vice-President provides leadership to the KIA Board members and, through the Executive Director, to the KIA staff.

## **3. ROLES AND RESPONSIBILITIES**

The 1<sup>st</sup> Vice-President has the following roles and responsibilities:

### **GOVERNANCE**

- 3.1 Participates in Board decision-making processes as one of the Board members (see *Director of KIA Board Roles and Responsibilities Statement*)

### **OPERATIONS**

- 3.2 Serves as a member of the Executive Committee (see *Executive Committee Terms of Reference*)
- 3.3 Acts on behalf of the President (see *President Roles and Responsibilities Statement*) in the absence or incapacity of the President
- 3.4 Performs other duties as assigned by the President and/or the Board

#### **4. KNOWLEDGE AND SKILLS**

The knowledge and skills summarized below serve as a *guide only* and are not intended to pose a barrier for any Kitikmeot beneficiary wishing to run as a candidate for this position.

##### **Knowledge**

- understanding of management cycles and functions (planning, organizing, directing, delegating, controlling and reporting)
- understanding of intent and impact of legislation affecting the KIA
- knowledge of roles, responsibilities, and structure of stakeholder organizations including other Inuit organizations, Institutes of Public Government, Federal and Territorial Government departments, etc
- knowledge of legislation, policies and guidelines governing financial, human resource and administrative management of the KIA
- understanding of legal environment in which KIA operates including its mandate, responsibilities and reporting requirements
- knowledge of the Kitikmeot region socio-economic conditions
- knowledge of Inuit and non-Inuit styles and strategies for planning, communication, decision making, conflict resolution and priority setting
- knowledge of financial and administrative principles and concepts
- understanding of roles and responsibilities of the Board, Executive Director and staff

##### **Skills**

- effective leadership maintaining effective, harmonious, working relationships within the organization
- ability to chair Boards, committees and other groups for fair and effective decision making
- strong verbal and written communication skills and ability to communicate complex issues in plain language to a variety of stakeholders including beneficiaries, other Inuit organizations, government, and the public at large (ability to speak Inuktitut and/or Inuinnaqtun are considered significant assets)
- conflict resolution skills and ability to manage stress
- problem solving skills including ability to understand complex management issues related to KIA mandate and activities (e.g. lands management)
- effective negotiating skills
- tact, diplomacy, fairness, and objectivity