

Human Resources

- 3.11 Reviewing and approving recommendations from the Executive Committee pertaining to the performance of the President, 1st Vice-President, Vice-President Finance, Directors and the Executive Director
- 3.12 Administering the *Code of Conduct for Board Members*, as it relates to the adherence to the Code by Executive Committee members
- 3.13 Reviewing and approving recommendations of the Executive Director concerning human resource management

Operations

- 3.14 Adhering to the KIA by-laws
- 3.15 Preparing for, attending and participating in Board meetings and any other committee assignments, and carrying out any follow-up tasks required
- 3.16 Representing the Board on various external Boards, committees or Trusts, as requested by the Board
- 3.17 Promoting understanding of overall autonomy of KIA as a Regional Inuit Association
- 3.18 Offering leadership and ensuring KIA organization ability to manage its affairs independently in a well-informed, coordinated, manner
- 3.19 Generally, ensuring efficient and effective Board operation

External Relations

- 3.20 Remaining informed of the interests and needs of KIA constituents and ensuring these concerns are brought to the President and/or Executive Director and/or Board if relevant to KIA
- 3.21 Approving KIA communication strategies
- 3.22 Representing KIA at events or to groups, organizations or agencies as required
- 3.23 Reflecting the values of KIA in external activities

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, Institutions 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 participation in committee/board meetings and hearings
- strong verbal and written communication skills and ability to communicate 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
- tact, diplomacy, fairness, and objectivity