

1. ACCOUNTABILITY

The President of KIA is accountable to Kitikmeot beneficiaries of the Nunavut Land Claims Agreement.

2. POSITION SUMMARY

The President of KIA provides leadership to the KIA Board of Directors (Board members) and, through the Executive Director, to the KIA staff. The President is particularly involved in development of policies and programs and overseeing the broad strategic direction of the KIA organization.

3. ROLES AND RESPONSIBILITIES

Governance

- 3.1 Serves as a member and chairs the Executive Committee (see *Executive Committee Terms of Reference*)
- 3.2 Responsible for ensuring KIA activities are consistent with NLCA
- 3.3 Responsible for the broad direction of the Board, its public image, Board policy direction and vision, and its relationship with beneficiaries, Inuit organizations, Institutes of Public Government, Industry and the government
- 3.4 Provide strategic leadership to the Board
- 3.5 Participates in Board decision-making processes both as Chair and as one of the Directors
- 3.6 Provides advice and counsel to Directors on Board policy issues

Finance

- 3.7 Provides Executive Director with broad Board-driven strategic direction
- 3.8 Oversees and assists with Vice President Finance responsibilities

Human Resources

- 3.9 Provides Executive Director with broad Board-driven strategic direction
- 3.10 Ensures appropriate conduct of Directors consistent with the *Code of Conduct for Board Members*
- 3.11 Oversees activities of Directors including the conduct of peer reviews and establishing performance criteria
- 3.12 Ensures new Directors receive proper orientation on their roles and responsibilities

Operations

- 3.13 Chairs all regular and special meetings of the Board, including:
- calling meetings as required;
 - opening, chairing and calling meetings to order;
 - announcing, receiving and submitting, in proper manner, all motions presented by the Directors;
 - managing votes procedures;
 - in accordance with *Robert Rules of Order*, managing debate among Directors ensuring order and decorum,
 - ensuring Board decisions are in conformity with the by-laws
 - adjourning meetings
- 3.14 Chairs the annual general meeting of KIA
- 3.15 Authenticates, by signature when necessary, by-laws, resolutions, Board meeting minutes, contracts, and legal documents or instruments
- 3.16 Ensures all Board orders and resolutions are carried into effect through delegation and working with the Executive Director
- 3.17 Represents the Board on various external Boards, Committees or Trusts including, but not limited to: KC, NTI, Nunavut Trust, NIRC, KEDC, CEDO, IIBA Implementation Committees, etc
- 3.18 Promotes understanding of overall autonomy of KIA as a Regional Inuit Association.
- 3.19 Offers leadership and ensures KIA organization ability to manage its affairs independently in a well-informed, coordinated, manner
- 3.20 Ensures Directors are informed of announcements, communications and any relevant information affecting KIA Board operations
- 3.21 Ensures Directors and the Executive Committee work together in a harmonious manner, and arbitrates any conflicts that may arise
- 3.22 Prepares for meetings of all Boards, committees and other representational responsibilities including making presentations at public hearings
- 3.23 Generally, ensures efficient and effective Board operation

External Relations

- 3.24 Acts as chief spokesperson for the Board and the KIA Organization as a whole
- 3.25 Ensures the KIA engages Kitikmeot beneficiaries to promote and foster support for KIA mandate and activities
- 3.26 Facilitates exchange of information with other Inuit organizations
- 3.27 Performs outreach activities to ensure Kitikmeot beneficiaries are aware of KIA activities and successes and to ensure beneficiaries are able to provide input into KIA programs and services

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 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