



MNOWC
Governance Policies

September 9th, 2020

MNOWC Governance Policies

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CODE OF CONDUCT

The Métis Nation of Ontario Women's Council (MNOWC) will conduct themselves, collectively and individually, in the manner that is reflective of the Four Agreements. The MNOWC adopted the Four Agreements during a leadership workshop in November of 2018.

The Four Agreements state:

1. Be Impeccable with Your Word

Speak with integrity. Say only what you mean. Avoid using the word to speak against yourself or to gossip about others. Use the power of your word in the direction of truth and love.

Impeccable means “without sin” and a sin is something you do or believe that goes against yourself. It means not speaking against yourself, to yourself or to others. It means not rejecting yourself. To be impeccable means to take responsibility for yourself, to not participate in “the blame game.”

Regarding the word, the rules of “action-reaction” apply. What you put out energetically will return to you. Proper use of the word creates proper use of energy, putting out love and gratitude perpetuates the same in the universe. The converse is also true.

Impeccability starts at home. Be impeccable with yourself and that will reflect in your life and your relationships with others. This agreement can help change thousands of other agreements, especially ones that create fear instead of love.

2. Don't Take Anything Personally

Nothing others do is because of you. What others say and do is a projection of their own dream.

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We take things personally when we agree with what others have said. When we do not agree, the things that others say cannot affect us emotionally.

When we do not care about what others think about us, their words or behavior cannot affect us.

When someone yells at you, gossips about you, harms you or yours, it still is not about you! Their actions and words are based on what they believe in their personal dream.

Our personal belief system makes us feel safe. When people have beliefs that are different from our own, we get scared, defend ourselves, and try to impose our point of view on them.

When someone gets angry with us it is because our belief system is challenging their belief system and they get scared. They need to defend their point of view. Do not become angry, create conflict, and expend energy arguing when you are aware of this.

Practice forgiveness. Forgiveness is a promise not a feeling. Forgiveness is a promise not to use the past sin against them . . . or yourself!

Apologize. Apologizing doesn't always mean that you are wrong and the other person is right. Apologizing just means that you value your relationship with them more than your ego.

3. Don't Make Assumptions

Find the courage to ask questions and to express what you really want. Communicate with others as clearly as you can to avoid misunderstandings, sadness, and drama. With just this one agreement, you can completely transform your life.

When we make assumptions, it is because we believe we know what others are thinking and feeling. We believe we know their point of view, their dream. We forget that our beliefs are just our point of view based on our belief system and our own personal experiences that have nothing to do with what others think and feel.

We make the assumption that everybody judges us, abuses us, victimizes us, and blames us the way we do ourselves.

As a result we reject ourselves before others have the chance to reject us. When we think this way, it becomes difficult to be ourselves in the world.

Take action and be clear to others about what you want or do not want; do not gossip and make assumptions about things others tell you. Respect other points of view and

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avoid arguing just to be right. Respect yourself and be honest with yourself. Stop expecting the people around you to know what is in your head.

4. Always Do Your Best

Your best changes from moment to moment; Your best is different when you are healthy as opposed to sick. Simply do your best under any circumstance to avoid self-judgment, self-abuse, and regret.

Doing your best means enjoying the action without expecting a reward. The pleasure comes from doing what you like in life and having fun, not from the reward or compensation. Enjoy the path travelled and the destination will take care of itself.

Living in the moment and releasing the past helps us to do the best we can in the moment. It allows us to be fully alive right now, enjoying what is present, not worrying about the past or the future.

Have patience with yourself. Be consistent and persistent with meaningful action.

If you do your best always, transformation will happen as a matter of course.

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Policy 2: Violating the Code of Conduct

BREAKING THE FOUR AGREEMENTS

As a member of MNOWC you are responsible for following the Four Agreements.

The President and the Meeting Chair will provide support to the MNOWC to ensure everyone adheres to the Code of Conduct. The Elder and/or Elder's Council will be a support to align MNOWC members back into following the Four Agreements.

The MNOWC will have a process to address the breaking of the agreement. The process will take into consideration the following:

- ✓ The nature and seriousness of the occurrence.
- ✓ Frequency of the occurrence, whether it's the first incidence or a repeated one.
- ✓ Previous actions taken for similar occurrences.
- ✓ Mitigating circumstances

During this process, the following should be discussed.

- A communication of MNOWC Code of Conduct
- An overview of the Women's Representatives' actions and how they are in conflict with the MNOWC Code of Conduct and how this affects the MNOWC as a whole
- Direction and actions needed to resolve the situation

Procedure:

Step #1:

When an agreement is broken, a verbal discussion will occur between the President or person appointed by President and the person breaking the agreement. All efforts will be taken to affect a solution to the issue agreeable to all. A written report about the verbal discussion, solution and next steps (if any) will be completed and submitted to the Secretary and agreement breaker within 7 days of the incident.

Follow-up to the discussion will occur as required depending on next steps.

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Step #2:

After a second or recurring occurrence, the issue will be brought to the attention of the MNOWC Elder(s).

Step #3:

The situation will be brought to the attention of the MNO if it cannot be resolved and the next step will be in compliance with the MNO Code of Conduct.

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Policy 3: Honouring Confidentiality

The MNOWC may at times need to have discussions that are confidential in nature. When that occurs, a motion will be made for the MNOWC to go “In Camera.”

Items that would be discussed in-camera would be

- Issues around performance of a MNOWC Regional Representative;
- Upcoming MNOWC events that are not public knowledge (e.g. the Award nominees.)
- Concerns that relate to MNO staff and leadership as it relates to their work with the MNOWC.
- Any other item deemed sensitive in nature.

If an MNOWC member does not honour the confidentiality policy, the steps in the Violating the Code of Conduct policy will be followed.

Policy 4: Leave of Absence

MNOWC members can request a leave of absence for personal reasons. It will be assessed on an individual basis. A leave of absence can be for up to six months.

A MNOWC member is eligible for a maximum of two leaves of absence in their four-year term.

If the President cannot assume her duties, the Chair of the MNOWC will replace her during the time of her leave of absence.

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Policy 5: Election Process for MNOWC Regional Representatives

All MNOWC Regional Representatives are elected from the MNO women citizens at the AGA. The only exception is in the case of a resignation of a MNOWC member during her term. She is replaced through the process described in the Terms of Reference

The process for MNOWC members to be elected at the AGA is outlined in the MNOWC Terms of Reference and is consistent with the MNO Election Code. This policy provides the detailed procedure for elections.

<http://www.metisnation.org/media/655408/2019-august-24-mno-electoral-code-part-a.pdf>

We need to include the process once it is decided.

Policy 6: MNOWC Committees

The MNOWC has the authority to establish committees in order to do the work of the MNOWC. The MNOWC has three standing committees that requires a minimum of three MNOWC members to sit on the committee.

- Women Honouring Women Award Committee
- MNOWC Fundraising Committee
- MNOWC Governance Committee

Every committee must have a Terms of Reference that has been approved by the MNOWC in order to be operational. President is an ex-officio member of all committees.

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Policy 7: Fundraising Committee

Mandate

The Fundraising Committee will support the MNOWC to meet specific goals related to fundraising.

Key Duties

In fulfilling its mandate, the Committee will perform the following key tasks:

- Development of the MNOWC Fundraising Policy.
- Development of policy on how MNOWC can raise funds.
- Development of policy on how MNOWC can spend fundraised or unrestricted funds including eligible expenses and the process for decision making on expenditures and investments.
- The establishment of a specific account either through MNO or with MNOWC for revenue generated strictly through fundraising.
- The process for financial management of the funds.
- Provide support and direction to MNO staff or MNOWC consultants who prepare proposals on behalf of MNOWC.
- Develop and oversee the implementation of any other policies to safeguard MNOWC's assets and revenue streams.
- Ensure that quarterly fundraising financial reports are presented to the MNOWC.
- Receive reports and advise the MNOWC, as required on any material related to MNO or government investigation, litigation, contractual dispute or legal matter; and
- Work with the MNO to ensure that all MNOWC financial records are in compliance with MNO financial policies.

Composition

The Committee will be composed of a minimum of three (3) persons, (2 committee members and a chairperson). One of the three members of the committee will be the Treasurer of the MNOWC. The MNOWC president is an ex-officio member.

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Appointment

The MNOWC appoints members to the Committee. Members will serve from appointment until the re- striking of the committee. Should a vacancy occur on the Committee, for whatever reason, the MNOWC may appoint a qualified person, by majority vote, to fill that vacancy for the remainder of the vacant position's term. The MNOWC may remove any member of the Committee by majority vote.

Meetings

The Committee will meet every other month. Meetings will be called by the Chairperson. The Committee will receive the necessary resources from MNO to fulfill its mandate, and may from time to time have MNO staff persons assigned to assist the Committee with its work.

Objectives/Deliverables

1. Review quarterly financial statements of MNOWC and present to the MNOWC.
2. Work closely with MNO to support sound financial management.
3. Develop the MNOWC budget and work with MNO to secure funds as needed.
4. Review annually MNOWC financial policies and ensure that they are up to date.
5. Establish MNOWC policy and procedures as needed.

Reporting

The Committee will report to the MNOWC in writing, at every meeting of the MNOWC. The Committee will report to Members at the Annual General Meeting in a written report.

Review and Approval

The Steering Committee of Directors will review these terms of reference a minimum of every two years.

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Policy 8: Terms of Reference - Women Honouring Women Award Committee

Purpose

The committee is responsible for reviewing award nominations each year, selecting a preferred nominee and making a recommendation to the MNOWC for approval.

Duties and Responsibilities

- Each year the Awards Committee invites nominations for the Women Honouring Women Award.
- The Committee must ensure that the award nomination process is widely distributed through the MNOWC and MNO communication networks.
- The Committee must select a preferred nominee based on the award criteria and the documentation provided in the nomination package. In cases where there is more than one deserving nominee, which is often the case, the Committee will decide which nomination offers the most compelling case.
- The Committee submits their proposed nomination to the MNOWC for approval.
- The Committee is also responsible for regularly assessing the awards program and criteria, and making recommendations to the Board regarding program enhancements when required.

Committee Membership

The Awards Committee is comprised of a minimum of three MNOWC members. At its first meeting the committee will identify the chair of the committee. The MNOWC president is an ex-officio member.

A new committee is selected each year.

Frequency of Meetings

The committee will meet a minimum of twice a year by teleconference, usually in January and March. The Chair will determine if any additional meetings are required.

Quorum and Voting

A minimum of three committee members will comprise a quorum. The preferred nominee for the award is selected by majority vote of the committee members in attendance at the meeting.

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Accountability

The Awards Committee is advisory to and accountable to the MNOWC. The committee will recommend the award recipients for approval by the MNOWC.

Policy 9: Terms of Reference - Governance Committee

Purpose

The committee is responsible for ensuring that all governing documents are reviewed and up to date.

Duties and Responsibilities

- Annual review and updates, if necessary, of the Governance Policies.
- Annual review and updates, if necessary, of the Terms of Reference for MNOWC.
- Annual review and updates, if necessary, of the Roles and Responsibilities document.

Committee Membership

The Governance Committee is comprised of a minimum of three MNOWC members. At its first meeting the committee will identify the chair of the committee. The MNOWC president is an ex-officio member.

Frequency of Meetings

As needed.

Quorum and Voting

A minimum of three committee members will comprise a quorum.

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Policy 10: MNOWC Procedures around MNO funding

MNOWC is part of the MNO and as such, needs to be in compliance with MNO financial policies and procedures. Funding for MNOWC Regional Representatives activities is not guaranteed but is dependent on secured funding arrangements.

Dependent upon work plans for funding agreements, funding may be provided for workshop supplies, travel to attend workshops and events in the community.

MNOWC Regional Representatives also have the opportunity to submit expense receipts virtually. This means that representatives can take a photo of the receipt(s) and submit them via email to the correct administrator.

Appendices

A.1 Nomination Forms for MNOWC Election

Will be the same as MNO Nomination forms (to be inserted)

A.2 MNOWC Regional Women’s Representative Information Form

Region _____

Contact Information	
Name	
Mailing Address	
Phone Numbers Home Work Cell	
E-mail	
Community Council belong to	
Other	

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A.3 MNOWC Committee Representation Listing

Name of MNOWC Regional Rep or Community Council Rep	RWR REPRESENTATION ON COMMITTEES		
	Board/Committee #1	Board/Committee #2	Board/Committee #3
Name of Committee			
Location of Committee meetings			
Council and MNO Region area			
Purpose/Mandate of Committee			
Who appointed/recommended you to Board or committee			
How long have you been sitting on this committee?			
Other MNO representatives on this board or committee			
Other partners on Committee			
Your role on Committee			
Activities/Events Planned relating to this committee/board			
Frequency of Meetings			
Estimated total time commitment per month			

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A.4 Leadership Toolkit

The MNOWC leadership toolkit is web based and can be accessed at this website.

<https://www.mnowc.com>

APPENDIX A. 5

WOMEN HONOURING WOMEN AWARD

A. Why the MNOWC created the award

This award has been established by the MNOWC to recognize a Métis woman at the AGA for their ongoing contribution to improving the lives of Métis women and girls.

B. The Criteria

Criteria would include but not limited to:

- a) Metis woman citizen residing in Ontario and 16 years of age and over as of August 1st of the year being awarded.
- b) Has made positive contributions, through not only work but their volunteer efforts, to improving the lives of Métis women and girls.
- c) Demonstrated leadership qualities within their Metis community at a grassroots level.

C. Nomination Process

- a) Any Metis citizen can nominate a woman
- b) A nomination form needs to be completed. (ATTACHED)
- c) A short biography of the nominee must be included in the submission.
- d) Nominations must be received by July 3rd in the year of nomination.
- d) Self-nominations are not allowed.

D. How honourees are chosen

- 1) Nomination forms and process will be publicized on the MNOWC website, on social media and through the e-mail contact list.
- 2) A committee of three MNOWC members will review all the nominations.
- 3) A point based system will be designed to rate each nominee.
- 4) The names of the candidates will not be presented but rather their contribution. Each nominee will be assessed based on the point system for that category.
- 5) The committee will bring forward the nominee and the points they have received and the MNOWC as a whole will vote for the final award honouree.

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E. What the honourees will receive

For the inaugural year, there was one honouree who received a plaque and piece of Indigenous artwork. For future years, a specially designed plaque and a gift will be provided to each honouree.

F. How will the award be funded?

The award is funded through fundraisers at the MNOWC AGM. Two MNOWC members will be responsible for the awards.

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NOMINATION FORM 2020

Nominee Name:	
Nominee Address:	
Nominee Contact phone #:	Nominee Email:
Nominator Name:	Citizenship #
Contact phone #:	Email:
Nomination Supporter:	Citizenship #
Contact phone #:	Email:
Nomination Criteria	
<p><input type="checkbox"/> Must be a Métis Nation of Ontario woman citizen whose primary residence is in Ontario</p> <p><input type="checkbox"/> Is 25 years of age or over as of August 1st in the year being nominated.</p> <p><input type="checkbox"/> Nominees can be nominated multiple years providing they have not previously received the award. No self nomination.</p> <p><input type="checkbox"/> A nominee can only receive the award once.</p> <p><input type="checkbox"/> Is NOT a paid MNO employee or a paid elected PCMNO representative</p> <p><input type="checkbox"/> Is NOT an MNOWC current member</p> <p><input type="checkbox"/> The nominee has made positive contributions through her Métis-specific VOLUNTEERISM</p> <ul style="list-style-type: none"><input type="checkbox"/> To improve the lives of MNO women and girls.<input type="checkbox"/> To involve and engage with MNO women and girls<input type="checkbox"/> To represent MNO women & girls in public community settings.<input type="checkbox"/> Represents the Métis in her specified volunteer activities. <p><input type="checkbox"/> The nominee has demonstrated LEADERSHIP qualities within her Métis community.</p> <ul style="list-style-type: none"><input type="checkbox"/> She takes initiative to present and facilitate activities.<input type="checkbox"/> She respectfully advocates for others and herself and offers assistance as required.<input type="checkbox"/> If she holds a position on her local MNO Council, she is active. <p><input type="checkbox"/> The nominee promotes and participates in her CULTURE.</p> <ul style="list-style-type: none"><input type="checkbox"/> She provides presentations of Métis workshops.<input type="checkbox"/> She promotes and/or is active in a Métis way of life. <p><input type="checkbox"/> To receive an award, the nominee must agree to sign picture and story publication permission forms. If nominee wishes to decline, she may voluntarily withdraw from award consideration.</p>	

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Please answer the following: Please describe how the nominees' efforts have benefitted Métis women in their community through...

1. Métis Volunteerism

2. Métis Leadership

3. Métis Culture

A short biography of the Métis woman being nominated must be included with the submission. (An additional page can be used if necessary)

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Nomination Deadlines

Nominations open the first Friday in February of each year. The deadline for submissions is first Friday of July in the same year. Submissions must be received by 11:59 pm Eastern Standard Time. No exceptions. You will be notified via email of receipt of submission. If submission is incomplete, the nominator will be notified through email. A nomination can be resubmitted with completed information providing it falls within the specified timeline.

Email nominations to the **Women Honouring Women Award Committee**

Email: womenhonouringwomen@mnowc.com

For further information or if you have questions, please contact your Regional Women’s Representative:

Region 1 – Colette Surovy	colette627@shaw.ca
Region 2 – Kelly Camacho	kellycamacho968@gmail.com
Region 3 - Liliane Ethier	lilianeethier@hotmail.com
Region 4 – June Smart	smartterry@hotmail.com
Region 5 – Berni Picco	bernipicco@gmail.com
Region 6 – Cora Bunn	corabunn@hotmail.com
Region 7 – Patricia Taylor	pattony1@rogers.com
Region 8 – Pearl Gabona	pearlgabona@hotmail.com
Region 9 – Suzanne Jackson	suzannejwsmno2016@gmail.com