

# 2022 WRFN CONSTITUTION REVISION PROJECT



Update of posting to website with Terms of Reference, Re-posting Call for Members, and recruitment of student technical support.

Chief and Council met on August 30, 2022, and gave direction to the Project Manager of the Constitution Revision Project to:

1. Develop clear simple Terms of Reference for the Constitution Revision Working Committee.
2. Develop a clear process to hire student help for the project.

## **WHY did we give direction for this to happen?**

We decided as Chief and Council that is important to start out this important work with clear simple Terms of Reference for the Constitution Revision Working Committee, and to establish guidelines for the hiring of student technical support staff, for which we have just received additional funding from CIRNAC.

## **WHAT will happen to the existing applications of people who wanted to be members?**

There were 8 WRFN members who submitted their names and information for consideration. All **existing applicants will be considered**, but a re-posting would occur of the call, to ensure that all applicants, existing or new, are aware of the **Terms of Reference**.

## **1. TERMS OF REFERENCE: Constitution Revision Working Committee**

- a) The budget for committee members will be set at **\$225.00** per day or pro-rated for part of a day, for maximum of 6 days per month for up to 6 months.
- b) If you are an employee or contractor working for WRFN, you would still be expected to undertake the work which you are doing as an employee or contractor and expected to organize your time in order to undertake your work on the Constitution Working Committee. This means you may have to work in the evenings or your days off, to fulfill your obligations to the Working Committee or your work.
- c) You will refrain from offering information or recommendations that will place you in a conflict of interest with your work for WRFN, according to the WRFN Personnel Policy.
- d) Selected Upper Tanana and Northern Tutchone Committee Members are required to host membership meetings to keep members informed and to get feedback.
- e) Your honorarium will be paid through submitting your days or partial days to the Project Manager for processing approval. There will be a reporting form developed to help you do this.

### **WHO will decide who sits on the Committee?**

Applicants will be chosen by the Northern Tutchone and Upper Tanana Council Appointees.

### **HOW can I apply to be a Committee Member?**

Please send an email to [executivedirector@wrfn.ca](mailto:executivedirector@wrfn.ca) or letter to the Executive Director by September 19, 2022, by 4:30 pm.

- Clearly explaining why you want sit on the Constitution Revision Committee, what you can offer to the group and how you will inform your members on a regular basis.

## **2. Clear process to hire student help for the project.**

Develop a process to hire 2 WRFN students who have technical abilities to keep documents and reports in the briefing binders for Chief and Council and the Constitution Working Group up to date. Facilitate technical meetings for the Working Group members by providing technical assistance to use Zoom or other computer assistance.

- a. You must have actual experience in setting up remote meetings using Zoom
- b. You must know how to use Microsoft Word, email, and access to a computer.
- c. You must have patience and a clear way of explaining difficult things.
- d. Preparing documents to be posted on White River First Nation Website.
- e. The payment for student technical assistance will be set at **125.00 PER DAY** or pro-rated for part day.

**Students submit your letter of interest by email along with your contact information by September 19, 2022, at 4:30 pm to:**

Project Manager

WRFN Constitution Revision Project

Email: [lemphers\\_inc@northwestel.net](mailto:lemphers_inc@northwestel.net)

**(867) 336-4337**