



**WHITE RIVER FIRST NATION
MEETING AND WORKSHOP
POLICY**

April 1, 2014

Approved: Chief and Council

 CE AD. *AS* *M* *P*

White River First Nation Meeting and Workshop Policy

Purpose:

WRFN occasionally requires staff, within their specific department and roles, to attend meetings and workshops that are relevant to and will benefit our First Nation. It is, as well, essential that staff and leadership who attend meetings and workshops are clearly communicating the Chief and Council's desired directions as approved by the WRFN General Assembly.

Scope:

Chief and Council
All WRFN Staff
WRFN Membership

Definitions:

General Assembly: Constitutional body of the WRFN who finalizes all directions set by Chief and Council.

Policy:

It is the responsibility of the Executive Director and all staff to ensure that all meetings/ workshops to be attended are of value and will contribute to the overall vision of the First Nation and that any communication by staff during the course of such meetings accurately reflects WRFN strategic plan. The Chief and Council member's attendance for meetings/ workshops will be approval by Chief and Council.

Procedures:

(A) All WRFN Staff:

1. All staff must fill out the Request to Attend Meetings / Workshops Form (RAM) form review, with an attached travel claim, outlining the purpose of the meeting to be attended and how the meeting will benefit the First Nation.
2. The RAM form application and attached travel claim will be submitted to the Executive Director for approval one week in advance to the proposed meeting.
3. Should the attendance for such a meeting be approved or not be approved by the Executive Director, the staff will be informed of such decision on the day of the applications submission.

4. Upon the return from said meeting, the staff member will complete the WRFN Meeting / Workshop Report Form (MWRF) for the Executive Director.
5. The approved RAM form along with the MWRF will be provided to Chief and Council by the Executive Director on the last Chief and Council meeting of each month.
6. Chief and Council will maintain a binder for all RAM and MWRF in chronological order for review.

(B) Chief and Council:

1. Chief and Council's request to attend meeting / workshops will be reviewed and approved as required at Chief and Council's bi monthly scheduled meetings.
2. In the case where the Chief or assigned Councilor is required to attend a necessary unscheduled meeting on short notice, the purpose of such a meeting will be reviewed at the next C&C meeting.
3. All meetings attended by Chief and Council must be reported on at the next convened Chief and Council Meeting.

(C) WRFN Membership:

1. The required information from all meetings, that would help WRFN citizens make informed decisions, will be communicated to membership as determined by Chief and Council.

WHITE RIVER FIRST NATION
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Meeting/Workshop Report Form

Type of Meeting/Workshop: _____

Dates: _____ Location: _____

Reason of Meeting/Workshop:

Describe what was learned:

Could the Meeting/Workshop be presented in the Community for Members?

If no, explain:

Did you receive an acknowledgment, honor or certificate for this Meeting/Workshop?

YES or NO

If yes, please attached photocopy

Were any problems encountered during the course? YES or NO

If yes, explain:

Any Recommendations:

List hand-outs/kits/information received at the Meeting/Workshop:

Where is the Meeting/Workshop information stored for future reference?

Signed: _____

Date: _____

Print Name: _____