




## **KWANLIN DÜN FIRST NATION**

### **TERMS OF REFERENCE FOR THE DONATIONS/FIRST NATIONS ARTWORK AND CRAFTS COMMITTEE (DAC)**

**These amended Terms of Reference were duly accepted by Council on the 12th day of March 2014.**



Chief Rick O'Brien

## **1.0 Mandate of the Kwanlin Dün Donations & First Nation Artwork Committee**

1.1 The Donations & First Nations Artwork Committee (the Committee) has been established to:

- review and process all requests from KDFN citizens and KDFN groups (hockey teams, stick gambling teams, etc.) for donations;
- determine what type of art work or craft products are needed and announce an open call for the submission of original works from artists, sculptures, painters, carvers, traditional designers and crafters ( i.e. sewing, beading, quill work, etc.). This may occur up to four times a year or as required.
- ensure the fair and equitable distribution of donations funds to KDFN citizens and KDFN groups to a maximum of \$2,000 per year.
- ensure the fair and equitable purchase of art work or craft products from various KDFN artists or craft persons to a maximum of \$2,000 per year.
- work with in the allotted budgets for donations and arts and craft purchases to maximize the benefits for the KDFN community.

## **2.0 Membership, appointment and term**

- 2.1 The Donations & First Nations Artwork Committee will be compromised of:
- (a) one Elder;
  - (b) three members from the community at large, including a youth under 30;  
and
  - (c) one staff advisor from the Executive Directors' Office to provide administrative and technical support.
- 2.2 The Council will seek interested KDFN citizens to sit on the Donations & First Nations Artwork Committee. Members will be appointed for a term of three (3) years and may be re-appointed for another term (if interested) upon the expiry of his or her term. If a member resigns from the Committee, Council will appoint another interested citizen for a three (3) year term.

### **3.0 Chair**

Committee members will select a Chair at their first meeting and determine the length of term for the Chair.

### **4.0 Meetings**

Applications for donations will be submitted by 4:00 p.m. on the 20th of each month. The Committee will meet prior to the 30<sup>th</sup> of each month to review applications. The exception will be February when the Committee shall meet prior to the 28<sup>th</sup>. The Committee may meet more frequently if required. The Committee will set deadlines for submissions through the call for products.

### **5.0 Code of Conduct**

If a member is unable to attend an upcoming meeting, he/she must advise the Chair as soon as possible and provide an explanation as to why he/she is not available. If a member misses three meetings without providing a valid reason, the Chair may recommend to Council that member may be removed from the Committee.

### **6.0 Notice of meetings**

The Chair will provide five (5) working days notice of upcoming meeting unless otherwise agreed by the Committee members.

### **7.0 Quorum**

Quorum for the Committee will be two members plus the Chair.

### **8.0 Decision-making**

The members of the Committee will attempt to conduct their business by way of consensus. Failing to reach consensus on an application, a vote shall be held and the majority will determine the outcome. If a decision cannot be reached, the request will be given to the Executive Director for review.

### **9.0 Conflict of Interest**

Committee members will excuse him/herself from discussions and deliberations of all requests involving a member of their immediate family or friend. In any case where the Committee can't make a decision on donations or the purchase of artwork or crafts, the matter will be referred to the Executive Directors for review and decision. Committee members must not try to influence the decision

made by the Committee to benefit a member of their immediate family. For the purpose of this policy, immediate family shall be defined as: spouse or partner, parent, child, grandchild, spouse's child, child's spouse (the definition of immediate family is taken from the *Constitution of the Kwanlin Dün First Nation*).

#### **10.0 Administrative support**

The Executive Directors' Office will provide administration support for the Committee. This will include preparing an agenda, preparing and distributing meeting packages, taking minutes of the meetings, payment of honoraria to Committee members, and monitoring the budget.

#### **11.0 Honoraria**

Members of the Committee will be entitled to receive honoraria in accordance with KDFN policy and practice.

#### **12.0 Amendments**

The Committee may recommend amendments to the Terms of Reference to Council for consideration and approval.