



x^wməθk^wəyám

Musqueam
Indian Band



Council Secretary

On behalf of our client, Musqueam Indian Band, we are seeking a Council Secretary to join their team in Vancouver. The Musqueam people are traditional speakers of hə́nqəmíhəm and constitute a robust and growing community, boasting over 1,300 members. Their community is situated on a small portion of their ancestral lands, known as the Musqueam Indian Reserve, located to the south of Marine Drive near the Fraser River's mouth. The name "Musqueam" is intricately tied to the River Plant, known as məθk^wəy. Passed down through generations, there is a compelling story that explains how they have come to be recognized as the x^wməθk^wəyám (Musqueam) - People of the River Plant. Historically, they have moved within their territory, harnessing its abundant resources for fishing, hunting, trapping, and gathering. They have maintained their cultural distinctiveness and resilience despite the enduring challenges posed by residential schools, colonial laws that sought to suppress their ceremonies, and other attempts at assimilation. Today, their lands and waters continue to serve as the bedrock of their cultural and economic practices, carrying within them the repository of knowledge and memory, intricately intertwined with their teachings and laws. To delve deeper into the rich heritage and culture of Musqueam, we invite you to visit their official website at www.musqueam.bc.ca.

Reporting to the Chief Administrative Officer, the Council Secretary provides comprehensive administrative services to the Band Council. The Secretary records and produces minutes for Council meetings, General Band Meetings, Commission and Committee meetings, and other required gatherings. Additionally, the Secretary ensures the Band Council has all the necessary documentation for their meetings by assembling a Council Meeting Kit and distributing their motions and decisions. Maintaining a tracking system for easy access to Council motions and decisions is also part of their role. Furthermore, the Secretary coordinates travel arrangements for the Band Council and assembles briefing materials and travel itineraries for Council Travel.

Responsibilities:

- Preparing and ensuring that agenda items, information, and Council kits are ready and complete for respective meetings, with final approval by the Band Manager before weekly Council meetings.
- Coordinating the availability of any necessary equipment for the meetings.
- Ensuring the attendance of the appropriate Council members for extraordinary meetings.
- Confirming the presence of a quorum or advise on meeting cancellations or postponements.
- Maintaining an up-to-date database of meeting recipients and records.
- Recording, transcribing, typing, distributing, and tracking minutes, motions, and council or General Band decisions.
- Taking minutes at weekly meetings and extraordinary weekend meetings.
- Recording decisions and providing insight into the rationale behind decisions made during meetings.



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- Drafting and writing letters and reports as required.
- Ensuring the accuracy of minutes and circulating final drafts of Council meetings, General Band Meetings, and Council retreats.
- Finalizing any amendments to the Council minutes once the Council approves, including changes and creating a meeting folder in hardcopy and electronic formats.
- Ensuring all preparations for Council meetings, special meetings, weekends, and Council Retreats are made.
- Assisting the Council in making necessary Band-related travel arrangements.
- Maintaining a calendar of important dates for the Council in coordination with the Chief's Admin Assistant and the CAO's office.
- Arranging agendas for coffee/food for meetings and coordinating special events for Chief and Council with the Chief's Admin Assistant and the CAO's office.
- Safeguarding the confidentiality and orderly storage of all Council materials, minutes, and correspondence.
- Distributing finalized minutes weekly to Band Members and other distribution lists, as needed, including the Member section of the Band's website.
- Collaborating with the Executive Assistant on any amendments.
- Developing and maintaining effective working relationships with the Council, the CAO, the CAO executive assistant, and the Chief administrative assistant.
- Performing related duties for Band community meetings as required.
- Ensuring a continuous supply of correspondence and minutes materials for Chief and Council.
- Other related duties as required.

Skills and Qualifications:

- High school education with post-secondary training and certification in Business Administration, legal secretarial, or journalism, and advanced Secretarial Courses, combined with 3-5 years of experience in a First Nations or similar administration office in a secretarial role to a senior administrative manager or elected Council, or an equivalent combination of skills, knowledge, and experience.
- Ability to take minutes, type at least 60 words per minute, and fluency in audio typing.
- Expertise in software applications and equipment related to the position (Microsoft Office, advanced copy machine operation, digital recording equipment, smart boards, etc.).
- Knowledge of Roberts Rules of Order for advising management and Council.



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- Excellent communication skills, with the ability to communicate effectively with all levels of the organization, from community members to senior business leaders, in a pleasant, professional, and assertive manner.
- Knowledge and experience in similar program delivery within the context of Musqueam or First Nations culture and history.
- Self-directed with the ability to meet deadlines and prioritize under tight timelines.
- Excellent organizational skills with great attention to detail.
- Ability to understand and explain complex governance and business issues.
- Ability to use tact and good judgment in dealing with sensitive and complex issues.
- Ability to maintain confidentiality.
- Valid B.C. Driver's License and access to a licensed vehicle for work purposes.
- Successful completion of a Criminal Records Check.

Join the Musqueam team and become an integral part of their community focused First Nations Government, deeply rooted in the wisdom of their heritage. This role is based out of Musqueam's Administrative Office, which maintains a drug and alcohol-free environment, fosters a welcoming business casual culture, and grants access to a community fitness center and gym. Additionally, employees will enjoy the advantages of a comprehensive group benefits plan and a pension plan. Conveniently situated with ample free parking, and picturesque nature trails at UBC, and the tranquility of the nearby Fraser River, you'll thrive in a dynamic work setting surrounded by diverse shops, restaurants, and services.

If you feel you have the demonstrated background and are interested in learning more about this opportunity, please forward your resume to laise.sato@clearchoicehr.ca. We thank all candidates for their interest; however, only those selected to move forward will be contacted.