



Liard First Nation
PO Box 328 Watson Lake, Yukon YO A 1C0
867-536-5200

Liard First Nation Membership Committee (LFNMC) Terms of Reference (ToR)

Title: The title of the committee shall be Liard First Nation Membership Committee (LFNMC).

Purpose: The purpose of the LFNMC is to manage and oversee all matters related to the membership of the Liard First Nation. This includes but is not limited to membership enrolment, membership rights, and membership disputes.

Responsibilities:

- Develop, implement, and review membership policies and procedures.
- Maintain an accurate and up-to-date membership list (ISC AND LFN Lists should match).
- Handle membership applications and renewals (Births, Deaths, Transfers in and out).
- Address and resolve membership disputes.
- Ensure that records of passing are reflected in the register and that ISC receives appropriate documents for changes.
- Ensure compliance with all relevant laws and regulations regarding membership.
- Provide regular reports to the Liard First Nation Council on membership matters.

Membership:

- The LFNMC shall consist of 6 members appointed by the Liard First Nation Council.
- The LFNMC can nominate a chairperson for their committee.
- Members should have a good understanding of membership issues and be committed to maintaining a vibrant and inclusive community.
- Members should be in good standing with LFN.
- Members must demonstrate the ability to be impartial and fair during consideration of issues relevant to membership.
- Members must sign an Oath of Confidentiality.

Meetings:

- The LFNMC shall meet regularly, at least once every quarter. Additional meetings may be scheduled as necessary.
- Three committee members shall be a quorum. Both quorum and the presence of an assigned administrative designate are required for a LFNMC meeting to convene.
- The minutes for the meeting shall be recorded by an assigned administrative designate and submitted to Liard First Nation Chief and Council.
- Members who miss more than three regularly scheduled meetings without notice, at the discretion of the Membership Committee, shall be removed from the LFNMC.

- An Honorarium of \$ 75.00 will be paid for half day, and \$ 150.00 for full day, per meeting.

Decision Making:

- Decisions shall be made by consensus where possible. If consensus cannot be reached, decisions shall be made by a majority vote of the members present.
- All decisions shall be guided by the Liard First Nation Membership Policy, and an Oath of Confidentiality.
- All decisions of LFNMC will be presented to Chief and Council prior to ratification by membership at GA.

Reporting:

- The LFNMC shall provide regular reports to the Liard First Nation Council on its activities, decisions, and recommendations.

Review:

- The terms of reference for the LFNMC shall be reviewed annually and revised as necessary.
- No changes will be made to the terms of reference without the express approval and ratification by a quorum of LFN council.

Confidentiality:

- All members of the LFNMC are expected to maintain the confidentiality of the committee's discussions and decisions.
- A breach in confidentiality will result in a member's removal from the LFNMC.

Conflict of Interest:

- Members of the LFNMC must declare any potential conflicts of interest and recuse themselves from any discussions or decisions where they have a personal or financial interest.
- Any Membership Committee member who is in violation of any conflict of interest during these discussions (direct family) will be removed from the committee.

Definitions:

- Direct Family constitutes an immediate family member or someone living with a committee member.

This Terms of Reference is meant to guide the operations of the Liard First Nation Membership Committee and ensure that it fulfills its purpose effectively and transparently.

Adopted by a quorum of Liard First Nation Chief and Council:

1)

Date:

Name, Title:

Signature:

2)

Date:

Name, Title:

Signature:

3)

Date:

Name, Title:

Signature:

DRAFT