

# Role Description & Accountabilities

## *Treaty Office Clerk*

### Position Summary

The Treaty Office Clerk ensures smooth and efficient operation of the Nation's Treaty office and works to create a welcoming space for community members to visit and engage in the Treaty process.

### Primary Responsibilities and Accountabilities

#### *Community Engagement*

- Work with TTA communication team and the Treaty Negotiator to develop and implement an effective communication plan with own Nation. Ensure all community members remain informed on Treaty and are prepared for the ratification vote.
- Attend various meetings to record minutes (working groups, Main Table, caucus, committee & community)
- Transcribe full minutes from recordings of various treaty related meetings
- Attend all community Treaty meetings and take meeting minutes of key points, action items and decisions. Distribute meeting minutes to the Operations Manager and others as requested.
- Provide members with updates on the Treaty process through various methods which may include: producing Treaty office newsletters, conducting door-to-door visits, preparing mail-outs and hosting regular drop-in sessions at the Treaty Office.
- Coordinate community Treaty meetings including: preparing and sending out invitations/notices to members, inviting members door-to-door or by phone, arranging food/refreshments, working with Negotiator to set the meeting agenda.
- Maintain a logbook of all community engagement/consultation activities in a format prescribed by TTA.
- Update and maintain the membership list, including extended family members.
- Handle all requests for information or refer request to the appropriate person if unable to assist.
- Act as an ambassador for the Treaty process and encourage community members to join the Treaty conversation.

### ***Treaty Office Administration***

- Ensure the efficient operation of the Treaty Office
  - answer the phone, respond to inquiries and relay messages
  - review incoming mail and respond to/distribute accordingly
  - maintain an organized filing system
  - keep regular office hours Monday-Friday (including a regular evening opening to provide access for community members who work during the day)
  - monitor and order supplies as needed
  - maintenance of office equipment
  - ensure expense reports and other required forms are submitted to Main Office in a timely manner.
- Carry out Treaty Office operations within the approved budget.
- Maintain a calendar of scheduled meetings and ensure appropriate representatives are notified of meetings in advance and assist with travel arrangements when requested.
- Maintain petty cash/funds and forms pertaining to travel and honoraria.
- Maintain inventory log of 'give-aways' and gifts.
- Set up and arrange for food/refreshments for meetings held in the Treaty Office or when hosting community members.
- Provide administrative support to the Treaty Negotiator.
- Provide financial and other information to the main office as requested.
- Work with and support the Treaty Clerks in the other Treaty offices. Attend Treaty Clerk meetings that are scheduled from time to time. Provide back up support to other Treaty Offices as required for vacation/leave coverage.

### ***Other related duties as assigned***

## **Secondary Responsibilities and Accountabilities**

From time to time, this position may provide support to own community outside of the primary responsibilities noted above. Within the hours of work designated to TTA, these secondary responsibilities will generally be completed only when primary responsibilities are complete or in special circumstances such as a significant community event.

## **Knowledge, Skills, and Abilities**

- Intermediate computer skills including MS Office (Word, Excel, Outlook and PowerPoint).
- Well-developed office administration skills including filing and filing systems, operating office equipment and technology, basic bookkeeping skills, cash handling.
- Basic knowledge of the BC Treaty process.



**TE'MEXW**  
TREATY ASSOCIATION

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- Willingness to act as an ambassador of the TTA Treaty process with a desire to assist community members learn about Treaty so they can make an informed vote.
- Good member service skills. Friendly, positive, responsive, professional and helpful.
- Strong interpersonal skills and the ability to build trusting relationships.
- Ability to take accurate and succinct meeting minutes.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Well organized and proactive with strong time management skills.
- Ability to maintain confidentiality.
- Respect for TTA Member Nations' culture and protocols.

***Successful Candidate must have a Valid BC Driver's License & a Vehicle.***

***Job Posting will remain active until a candidate has been selected.***

***Position is to start immediately. [Submit applications to info@temexw.org](mailto:info@temexw.org)***