



**TE'MEXW**  
TREATY ASSOCIATION

Te'mexw Treaty Association  
1500-D Admirals Rd.  
Victoria, BC V9A 2R1

Tel: (250) 360-2202  
Fax: (250) 360-2206  
info@temexw.org



## Expression of Interest

### Songhees Enrolment Committee

#### Overview

Te'mexw Treaty Association is now accepting Expression of Interest from individuals interested in serving on the Songhees Nation Enrolment Committee. The Committee plays a key role in reviewing enrolment applications and determining eligibility based on the Eligibility Criteria set out in the Treaty.

**Available Positions:** Three (3) to five (5) committee member positions are available.

#### Commitment

- Committee meetings will vary depending on volume of applications received.
- Committee members are expected to be present on voting day.
- Members must demonstrate:
  - Strong commitment to the work
  - Critical thinking and timely decision-making skills
  - A Nation-building mindset that is collaborative, inclusive, and strategic
  - Committee members will receive honorariums for each meeting

#### Qualifications

- Must at least 18 years of age
- Must be in good standing with the Nation
- Must have good knowledge of the Songhees members, history, and ancestry



## Duties & Responsibilities

Committee members will:

- Maintain strict confidentiality by consigning a confidentiality agreement at the beginning of their term
- Review applications and determine eligibility in accordance with the Eligibility Criteria as set out in the Treaty
- Establish and communicate enrolment procedures, timelines, and application requirements
- Inform eligible individuals about the criteria and enrolment requirements
- Make applications forms and information available
- Issue written notice of decisions, including reasons for refusal
- Maintain records of proceedings, decisions, and the Enrolment Register
- Provide enrolment information and copies of the Enrolment Register to authorized parties, including the Ratification Committee
- Ensure decisions are fair, consistent, and transparent

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## How to Apply

Interested individuals are asked to submit an Expression of Interest letter that includes:

- Maximum two (2) pages
- Full name, address, and contact information
- Reasons you are interested in serving on this Committee
- A summary of the skills, experience, and knowledge you bring and any previous committee experience

**For those interested, please submit a letter to:** Alex George the Eligibility and Enrolment Coordinator at [ageorge@temexw.org](mailto:ageorge@temexw.org) or deliver to the treaty office at 1500-D Admirals Road Victoria, BC V9A 2R1



**About the Enrolment Committee:** The Enrolment Committee is established by the First Nation and consists of three to five appointed members. Each Nation will have their own committee. Time commitments will vary depending on the volume of applications requiring committee review and approval. In other Modern Treaty Nations, it has been reported that the committees typically met in the beginning, once a month. As ratification day approached, meetings often increased to several times per week, then the week of the vote they were meeting everyday. Committee members also are expected to be present on voting day. Decisions are made using established and publicly available policies and procedures to ensure fairness, consistency and transparency for all applicants.

**Key roles and responsibilities:** The committee is responsible for reviewing applications and making decisions based on the eligibility criteria set out in the Treaty by:

- Establishing and publishing enrolment procedures, timelines, and application requirements.
- Informing potentially eligible individuals about eligibility criteria and enrolment procedures.
- Providing application forms and enrolment information to applicants.
- Reviewing applications, requesting additional information when needed, and determining eligibility.
- Providing written notification of decisions, including reasons for refusal
- Maintaining records of proceedings, decisions, and the Enrolment Register.
- Keeping applicant information confidential.
- Updating the Enrolment Register by adding, deleting, or amending names as required.
- Providing enrolment information and copies of the Enrolment Register to authorized parties, including the Ratification Committee.

It's important to note that the Enrolment Committee can have as much or as little involvement in the administrative side of the work as they would like. For example, in other Modern Treaty Nations, the coordinator has typically taken on most of the administrative work on behalf of the committee (e.g., taking minutes, recording decisions, sending letters, etc.).

**Interested?** We want to hear from you! Please reach out to: [ageorge@temexw.org](mailto:ageorge@temexw.org); [ftaylor@temexw.org](mailto:ftaylor@temexw.org); [info@temexw.org](mailto:info@temexw.org)