

## **Ethics and Duties**

### **Sub Group on Indigenous Children and Young People (ISG)**

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**Reviewed at Meeting on May 22, 2006 and formally accepted: May 28, 2006**

#### **General Duties of Convenor and Co- Convenor**

1. The Convenor and Co-Convenor are members in good standing of the NGO Group on the Convention on the Rights of the Child (NGO Group).
2. The Convenor and Co- Convenor have a general duty to oversee the development and implementation of the ISG Mission statements as expressed in the ISG work plan and policies approved by the ISG members and in accordance with the Mission of the NGO Group.
3. The Convenor and Co-Convenor are expected to remain informed of the work plan and policies of the NGO Group and the ISG and to be prepared to actively participate in both NGO Group meetings, ISG meetings and other related meeting within the financial limitations of the ISG.
4. The Convenor and Co- Convenor are expected to participate in fund raising for the ISG within the ambit of approved fund raising and financial policies for the ISG.
5. Works in a cooperative and respectful manner with other members of the NGO Group, ISG members, staff and volunteers of the corporation and other organizations and individuals.

#### **Duties of the Convenor and Co- Convenor**

##### ***Convenor***

1. Is an official member in good standing of the NGO Group and is appointed by the members and observers of the ISG at a duly called meeting on an annual basis.
2. Has agreed, in writing, to act in accordance with the Code of Ethics and Conflict of Interest Guidelines for the ISG and NGO Group.
3. Helps guide and mediate the ISG with respect to setting organizational direction, priorities and governance.
4. Monitors financial planning, financial reports and audit of the corporation pursuant to the financial policies and standards of the ISG, funding contracts and agreements.
5. Develops the agenda and draft resolutions for ISG in partnership with the Co-Convenor.
6. Chairs meetings of the ISG ensuring ISG and NGO Group approved procedures regarding sub group meeting protocol and documentation are observed.

7. Maintains the records of the ISG meetings and assumes primary responsibility for ensuring accurate minutes are kept of all ISG meetings and that resolutions are documented in accordance with ISG approved policy and procedures.
8. Ensures that meeting minutes are distributed to all ISG members and observers within 10 working days of the meeting and allows a further 5 working days for participants, particularly those who were not able to attend the meeting, to voice their opinions regarding the discussion or decision points.
9. Assumes primary responsibility for ensuring that ISG decision points are acted upon and that any actions taken as a result of the decision points are documented and reported back to the ISG and the NGO Group.
10. The Convenor is not authorized to overturn or substantially change ISG decision points nor is the Convenor authorized to act outside of the approved work plan of the ISG, approved decision points or policy statements of the NGO Group or ISG.
11. Takes a leadership role in the recruitment of the staff, contractors and volunteers and in the monitoring of their performance in keeping with ISG approved policies, and requirements of contracts and agreements.
12. To communicate ISG policy to the public in accordance with approved ISG resolutions or policies approved by the ISG.
13. Performs other duties as assigned by the members of the ISG.
14. The term of the Convenor is for one year renewable for a maximum of three one year terms. Out of respect for the diversity of Indigenous Peoples globally, the Convenor and Co-Convenor must be Indigenous peoples and/or be accountable to an Indigenous community, and must be connected to different Indigenous cultures and regions.

### ***Co-Convenor***

1. Is an official member in good standing of the NGO Group and is appointed by the members and observers of the ISG at a duly called meeting on an annual basis.
2. Has agreed, in writing, to act in accordance with the Code of Ethics and Conflict of Interest Guidelines for the ISG and NGO Group.
3. Develops the agenda and draft resolutions for ISG meetings in partnership with the Convenor.
4. Acts as Convenor in the absence or disability of the Convenor.
5. Performs other duties as assigned by the ISG.
6. The term of the Co-Convenor is for one year renewable for a maximum of three one year terms. Out of respect for the diversity of Indigenous Peoples globally, the Convenor and Co-Convenor must be Indigenous peoples and/or be accountable to an Indigenous community, and must be connected to different Indigenous cultures and regions.

## **Sub Group on Indigenous Children and Young People (ISG) Code of Ethics**

1. Members and observers have a general duty to be faithful and loyal to the Sub Group on Indigenous Children and Young People (ISG) and to have as their paramount consideration the rights of children, young people and their families as articulated in the United Nations Convention on the Rights of the Child.
2. A court finding or a finding under customary law of a violent criminal offence or a criminal offence involving the abuse or exploitation of children will lead to removal from the ISG or disqualification of a nominee.
3. Members should not place themselves in situations where they are obligated to any person who might benefit from or seek to gain special consideration or favor. The honesty and impartiality of members must be above suspicion.
4. Members have a responsibility to conduct themselves in a way that does not compromise the ability of the ISG to accomplish its mandate or undermine the public's confidence in the member's ability to discharge their responsibilities in a full and proper manner.
5. Members shall not, while performing their official duties, give preferential treatment to relatives or friends or to any organization in which they or their relatives or friends have a personal or financial interest.
6. Members shall conduct their private affairs in such a manner as to not create any conflicts of interest or perceived conflicts of interest.
7. Members are mindful that the ISG must ensure its financial and human resources are utilized within the ambits of existing agreements, policies and demonstrate a high level of integrity and efficiency.

## Conflict of Interest Guidelines

### ***Purpose:***

The purpose of these guidelines is to help members and observers of the ISG avoid conflict of interest or the perception of conflict of interest. These guidelines must be applied to each situation. The spirit of these guidelines, however, is clearly to protect the reputation of the ISG and to permit it to operate effectively and with integrity. The guidelines rely upon members and observers of the ISG to act with honesty and integrity in identifying situations in which there is a potential conflict of interest.

### ***Definition***

A conflict of interest is present when a reasonable person would question if your involvement or actions are aligned with the best interests of the ISG. Although it is impossible to provide an exhaustive list of conflict of interest situations, in general they exist when a member or observer of the ISG uses his or her position, authority or influence to interfere with or alter the policies, procedures, standards, services or decisions of the ISG in order to gain personal or financial benefits for himself or herself, his or her family or friends.

You should also avoid any perceptions of conflict of interest that is present when a reasonable person may believe there may be a conflict of interest even though there is none. Although it is impossible to provide an exhaustive list of conflict of interest situations, in general they exist when a member or observer of the ISG uses his or her position, authority or influence to interfere with or alter the policies, procedures, standards, services or decisions of the ISG in order to gain personal or financial benefits for himself or herself, his or her family or friends.

### ***Guidelines:***

1. Where a ISG member or observer has possible interest in any matter and is present at a meeting when the matter is being discussed, he or she must tell the other ISG members and observers about this interest and the nature of the possible conflict.
  - a. The ISG member or observer must identify this as a possible conflict of interest and remove himself or herself from the discussions immediately. The remaining members or observers are not in a position to judge whether a conflict of interest or perception of conflict of interest exists so for the purposes of this policy once a

declaration of conflict of interest or perception of conflict of interest is made the ISG must act in accordance with this policy.

- b. The ISG member or observer, who declared the conflict, may not participate in the decision making on the matter.
- c. The ISG member or observer shall not attempt to influence the decision making of the other members, before, during or after the meeting.
- d. If as a result of a number of members or observers being ineligible to participate in a matter under discussion because of potential conflicts, the remaining members will constitute quorum, provided it is not less than two.

## **.References**

First Nations Child and Family Caring Society of Canada (2002) Ethics and duties of board of directors. Ottawa: First Nations Child and Family Caring Society of Canada.

McNamara, C.(2000) Free complete tool kit for boards. Retrieved March 5, 2005 at [www.mapnp.org/library/boards/brdjobs.htm](http://www.mapnp.org/library/boards/brdjobs.htm)