

Manitoba First Nations Addictions Committee

M.F.N.A.C

Terms of Reference

Vision Statement:

To have a highly skilled and resourceful First Nation network that provides culturally appropriate services in achieving a healthy lifestyle.

Mission Statement:

To develop a strategy to follow-up in the Nation Native Alcohol and Drug Abuse Program Review and resulting Nation Native Addiction Partnership Foundation Framework and beyond to address addictions with First Nations.

Purpose:

The purpose of the committee is to provide a forum for discussions on issues related to First Nation addiction prevention and treatment programs. It serves as a liaison between First Nations and Inuit Health Branch, N.N.A.D.A.P. Coordinators and Treatment Centre Directors in developing a plan of action to address concerns.

Membership, Quorum and Voting Privileges:

- FNIH Regional Consultant and Administrative Support Staff as required (Ex-Officio only)
- Seven (7) NNADAP Tribal Council Coordinators or Assigned Representatives
- Four (4) NNADAP one Solvent Abuse and three Treatment Centre Directors
- One (1) Representative for Independent First Nations - North
- One (1) Representative for Independent First Nations - South

All those listed (except ex-officio) shall have a vote or be entitled to a proxy vote cast by a member of their choice. The proxy must be assigned in writing

In order to ensure the activities are carried out with expediency, it has been agreed that a quorum shall be no less than six (6) members.

The Role of the Co-Chair is to Work Together to:

- ensure location, date and time of each meeting as set
- ensure draft agenda is set and distributed for input prior to each meeting.
- ensure minutes are maintained and distributed in a timely manner after each meeting
- conduct the meeting using Procedural Rules to ensure the adopted agenda is followed
- Make any critical decisions on behalf of the committee as needed and report to the committee at the next scheduled meeting.
- Ensure M.F.N.A.C representation at N.N.A.P.F level and report back at up-coming meetings.
- Ensure representation ITom M.F.N.A.C on an ad hoc basis to other relevant groups.

Election of Executive Officers:

Based on a secret ballot, a Co-Chair shall be elected once every two (2) years for one (1) term. The Co-Chairs shall hold office for no longer than two (2) terms. Each Co-Chair will be elected on opposite years to ensure congruent Chairmanship.

Committee Meetings:

- Meetings shall reflect procedural rules in conducting meetings.
- Formal meetings shall occur at least on a quarterly basis per fiscal year, contingent on funding.
- For on-going communication, tele-conferencing calls shall be arranged as necessary.

Committee Role and Responsibilities:

- Shall strive to provide input/guidance into National initiatives related to addictions and First Nations.
- Establish and maintain linkage with other outside agencies/groups associated with First Nations Health Programs and report back to MFNAC.
- Serves to liaison and enhance communication strategies between Manitoba First Nations, Treatment Centres, FNIHB, Manitoba Region, AMC, SCO and MKO committees.
- In partnership with FNIHB and First Nations, the committees shall provide input on resource allocation exercises.
- The committee shall provide technical expertise to FNIHB, First Nation NNADAP Programs, AMC, SCO and MKO Health committees as requested.
- Each voting member is responsible to inform/update their alternate and the committee they represent on all relevant information.
- Sub-committees may be established as deemed necessary by the MFNAC to carry out tasks and report back at the following meeting.
- Review other initiatives to identify the connections and linkages as they relate to the NNADAP Program.
- Provide an annual activity report to NNAPF annual general assembly, NNAPF's annual conference, AMC, and FNIHB.

FNIHB Consultant Role and Responsibilities:

- Work in consultation with the Co-Chairs to make critical decisions on behalf of the committee as needed and report to the committee at the next scheduled meeting.
- Travel, hotel, meal expenses shall be reimbursed if need be to voting members retroactively by FNIHB.
- To reimburse relevant meeting expenses according to Treasury Board rates by FNIHB
- To promptly provide all pertinent information to the MFNAC.
- Record and distribute MFNAC minutes to the members after they have been approved by the chair.