

 UCN COUNCIL OF ELDERS Policy & Procedures	# Pages: 2	Policy Reference: CE-01-03
	Approved by: UCN Council of Elders	
Section: COUNCIL OF ELDERS	Effective Date: November 23, 2016	
Title: COUNCIL PROTOCOL FOR REQUESTS	Replaces: October 26, 2011	

1. Policy Statement

The University College of the North acknowledges the importance of respectful and appropriate communication and interaction with the Council of Elders by following an accepted protocol for requests.

2. Purpose

To make certain University College of the North Councils (Governing and Learning Council) and/or UCN faculty and staff, are aware and understand the protocol for requests to the Council of Elders.

3. Authority

The Council of Elders are represented at meetings of the Governing Council, Learning Council, committees of the Learning Council, and various activities within UCN including, but not limited to, selection/interview committees, conference panels, etc. At these meetings, the Elders speak with the voice of the Council.

4. Elders

- a) Elders are respected and honored by their communities for their spirituality, wisdom, intelligence, knowledge, life experiences, and teachings.
- b) Elders have a deep understanding of people, their communities, and the North.
- c) Elders are recognized for their gifts, for their love and knowledge of the land and the language, and for their knowledge of traditions.
- d) Within UCN, Elders are role models, resources, and advisors, and provide guidance and support to students, staff, and administration.
- e) The Elders are involved in their respective communities, with some employed as well, and their commitments are as important to them as your commitments are to you.
- f) The Elders are ambassadors for UCN in the larger community.

5. UCN Committees

- a) The Elders can and will provide insight and be engaged in discussion at all levels of involvement within UCN.
- b) The Elders are not there to offer the opening and closing prayer only...they are there to participate as fully as possible.

- c) The Elders, as well as all committee members, should receive the requisite meeting documents well in advance of the meeting. A timeline of 7-10 days prior to the meeting date to provide adequate time to review the information.

6. Procedure for Requests for Elder Involvement in UCN Committees/Events/Functions

- a) All requests are to be sent to the Chair of the Council of Elders in writing via the Tri-Council Office.
- b) The request shall include details such as, but not limited to, name and/or purpose of the committee or event function, exact dates of event, travel days (if applicable), contact information, meeting schedule (if applicable), accommodations (if needed), etc.
- c) The Council of Elders shall decide at a regular meeting of the council, who from the Council of Elders would be the best choice based on location, availability, knowledge, and/or skills.
- d) If there is no Council of Elders meeting scheduled then the Executive of the COE will meet to decide who from the Council of Elders would be the best choice based on location, availability, knowledge, and/or skills.
- e) Requests specific to Elder participation on a Human Resource Competition will be made directly to the Tri-Council Executive Officer if there is no regularly schedule COE Meeting. The Tri-Council Executive Officer will recommend an Elder based on location, availability, knowledge, and/or skills. It is the responsibility of the Tri-Council Executive Officer to inform the Chair of the Council of Elders of any and all recommendations made to UCN's Human Resources Department.
- f) The Chair will advise the COE Member on the Committee's selection through the Tri-Council Office and the Tri-Council office will provide required contact information to the requestor via email.
- g) Any appointments that are determined by the COE Executive Committee will be ratified by the Council of Elders at their next meeting.
- h) Appointments to UCN long-term committees (e.g. Governing and Learning Council committees) shall be decided at a regular Council of Elders meeting.

7. Honorarium / Travel Expenses

- a) It is the responsibility of the Tri-Council Office to ensure that members of the Council of Elders receive the requisite honorarium, and travel expenses when required.
- b) When requesting a Council of Elder Member to participate in departmental/UCN activities it is the responsibility of the Chair of the Committee and/or budget holder to provide their budget centre to the Tri-Council Executive Officer and the Tri-Council Administrative Assistant to allow for appropriate coding of expenses.
- c) The required paperwork for honoraria requests and/or travel to be submitted in advance when possible, or immediately following the meeting/event, to ensure the Elder(s) receive their honoraria and relevant travel within a respectable timeframe.