



Saskatchewan First Nations  
Family and Community Institute

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**Reform Project Advisory Committee, Terms of Reference**

**Feb. 9, 2017**

**PURPOSE:** The Reform Project working group will come together to support and guide the project.

**OBJECTIVES:**

*Agency Rep Role*

- Ed or designate
- Assist in coordinating local meetings, supporting local point people
- Bring project information back to Agency to share with staff and board, community
- Provide feedback, vetting, expertise to the SFNFCI and contracted services
- Recommend final report for final approval

*SFNFCI Role*

- coordinate meetings: planning, agenda development, sending out meeting notes within 7-10 business days of meeting
- SFNFCI covers the cost of travel, accommodations and meals while attending the reform meetings
- The SFNFCI covers the cost of meeting room, lunch, snacks, beverages throughout the day, Elder participation.

**MEMBERSHIP:** FNCFS Executive Director's or designates, MSS designate, INAC designate.

**ACCOUNTABILITY:** It is the responsibility of participants to ensure that they have the support of their respective Executive Directors or Board of Directors to participate with the working group.

The Institute does not have the authority to speak on behalf of First Nations child and family service agencies.

**DURATION OF MEETINGS:** 1 day in length or determined as needed.

**FUNCTIONS:** Standing items on agenda- review of project timeline, update from contracted services, budget update, development of key messages, risk management

**COMMUNICATION:** to SFNFCI Board of Directors, Regional table, FSIN