

BAND COUNCIL RESOLUTION

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| Chronological No. |
| CO-ESSESS NO. 38 |
| H.Q. Reference |
| 673/28-7-12 |

NOTE: The words "From our Band Funds" must appear in all resolutions requesting expenditures from Band Funds.

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| COUNCIL OF THE | C O W E S S E S S | BAND | FOR HEADQUARTERS USE ONLY |
| AGENCY | YORKTON DISTRICT | | |
| PROVINCE | SASKATCHEWAN | | |
| PLACE | BROADVIEW, SASK. | | |
| DATE | THIRD | MARCH | AD 19 71 |
| | DAY | MONTH | YEAR |

DO HEREBY RESOLVE:

THAT the Council of the Cowessess Band of Indians at a meeting held March 3, 1971, make the following by-law:

By-law No. 3

To create the position of a Band Clerk-Secretary, WHEREAS it is necessary to appoint a Band Clerk-Secretary to assist in the administration of Band Affairs and to carry out such other duties as may be assigned by the Band Council, THEREFORE the Council of the Cowessess Band ENACTS AS FOLLOWS:

1. THAT the position of Band Clerk-Secretary is hereby created for the Cowessess Band.
2. THAT the said position shall be filled by competition advertised in accordance with the policy of the Band Council expressed by resolution;
3. THAT the incumbent of the said position shall hold office during the pleasure of and subject to the By-laws of the Band Council;
4. THAT THE SAID INCUMBENT shall file before taking over his duties as Band ~~OVERSEER~~ Clerk-Secretary a Declaration of Office on a form prescribed by the Band Council.
5. THAT the said incumbent shall be paid a salary of \$4,543.00 per annum on a semi-monthly basis and such salary may be adjusted by Band Council Resolution according to the increase or decrease of responsibility of the position and that this shall be on the basis of a 40-hour week;
6. THAT the salary of the said incumbent shall be payment in full for all services required of him and all fees or emoluments of any kind accruing to him by virtue of any Act or Statute of the Federal or Provincial Government or of any by-laws of the Band shall be paid to the Cowessess Band and credited to the funds of the Band;
7. THAT the duties of the Band Clerk-Secretary shall, under general direction of the Band Administrator and subject to the policies and regulations of the Band Council, be as follows:

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|----------------|-------------------------|-----------------------|---------------------------|
| COUNCIL OF THE | <u>COVESSESS</u> | BAND | FOR HEADQUARTERS USE ONLY |
| AGENCY | <u>YOLKTON DISTRICT</u> | | |
| PROVINCE | <u>SASKATCHEWAN</u> | | |
| PLACE | <u>BROADVIEW, SASK.</u> | | |
| DATE | <u>THIRD</u> DAY | <u>MARCH</u> MONTH | |

DO HEREBY RESOLVE:

- perform general office clerical and stenographic duties.
- assist clients in making application for welfare assistance or welfare housing repairs.
- handle matters of a routine nature when the Band Administrator or Welfare Aide are absent from the office.
- perform general clerical duties in the Band Office.
- maintain office records, issue equipment and supplies as required by office programs.
- maintain records of all employees and time-sheets and ensure pay-lists are made up and pay-cheques issued.
- receive inquiries by telephone and at the reception counter, making appointments when necessary, and answering routine questions.
- receive, open, sort, date stamp, record and distribute incoming mail, and sort, stamp and post outgoing mail.
- maintain an office filing system and index, obtain, record and distribute files and other records.
- complete forms and keep attendance, leave and pay-records for casual or hourly-rated employees.
- duplicate forms, circulars, minutes, by-laws, regulations and distribute them according to established practice.
- operate various types of office equipment and machines such as typewriters, calculators and duplicators.
- check and code invoices, proposed expenditures and compile pay-lists.
- maintain an inventory of office stationery, supplies and equipment, record the issue of same, and prepare purchase orders for the replacement.
- extract statistical data from reports or records, making simple calculations, and compiling reports in a prescribed form.
- type a variety of correspondence, reports, minutes, and by-laws from handwritten, printed or typed copies and where required, may take simple dictation.
- perform other such duties as assigned by the Band administrator.

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| ORIGINAL SIGNED BY: | <u>Victor Sparvier #314</u> (Chief) | |
| <u>Harold Lerat #260</u> (Councillor) | <u>Norman Delorme #389</u> (Councillor) | |
| <u>J. Sparvier #291</u> (Councillor) | <u>Gordon B. Lerat #412</u> (Councillor) | |
| <u>Edwin Pelletier #272</u> (Councillor) | <u>Clifford Lerat #317</u> (Councillor) | |
| <u>David Agecoutay</u> (Councillor) | | |

| FOR HEADQUARTERS USE ONLY | | | | | |
|---------------------------|---------------------|------------|----------------------------|---------------------------------|---|
| 1. TRUST ACCT | 2. CURRENT BALANCES | | 3. Expenditure | 4. Authority Indian Act Sec. | 5. Source of Funds <input type="checkbox"/> Capital <input type="checkbox"/> Revenue |
| | A. Capital | B. Revenue | | | |
| | \$ | \$ | \$ | | |
| 6. Recommended | | | 7. Approved | | |
| Date | | | Date | | |
| Authorized Officer | | | Assistant Deputy Minister, | | |