



## FRASER RIVER ABORIGINAL FISHERIES SECRETARIAT

c/o Nicola Tribal Association  
PO Box 188 • Merritt, BC • V1K 1B8  
Tel: 250-378-4235 • Fax: 250-378-9119  
[info@frafs.ca](mailto:info@frafs.ca) • [www.frafs.ca](http://www.frafs.ca)

### TERMS OF REFERENCE Updated November 16, 2015

### FRAFS Executive Committee Ex-Officio Members

#### Introduction

The Fraser River Aboriginal Fisheries Secretariat (FRAFS) is responsible for delivering a number of activities under the terms of an AAROM Collaborative Management Agreement (CMA). The activities are carried out to:

1. assist DFO in its communications with Fraser River First Nations on fisheries issues;
2. assist Fraser River First Nations in understanding and interpreting information provided to them by DFO;
3. assist Fraser River First Nations to communicate among themselves, and develop positions, interests, and initiatives in regard to fisheries issues.

The overall goal of the Secretariat is to assist First Nations with achieving a meaningful role with the Dept. of Fisheries and Oceans in the management of Fraser salmon.

The Secretariat consists of an Executive Committee, an Executive Committee Chairperson, two biologists, a Communications Coordinator, and an Operations Manager. The Executive Committee (EC) is the management body that provides direction to the Secretariat as a whole, and is accountable for meeting the terms of the CMA.

Changes were made to the organizational structure of FRAFS in 2007. Included in the changes was the addition of “ex officio” members to the Executive Committee. It was felt that this would be beneficial to the EC as well as to the other organizations with similar interests to which those ex officio members belong. Another change was that of the EC Chairperson position: that position was also designated as being an ex officio member of the EC.

#### Terms of Reference for Ex Officio members of the FRAFS EC

##### **1. FRAFS EC Chairperson**

The Terms of Reference for the FRAFS EC Chairperson are described in a TOR document specifically for that position. The following Terms of Reference for “Other Ex Officio members” do not apply to the FRAFS EC Chairperson position.

## **2. Other Ex Officio members**

### *2.1 Purpose*

The purpose of having designated ex officio members is to assist with the transmission of general interest information deemed beneficial to the FRAFS and to the organizations to which the ex officio members belong. This flow of information is intended to go both ways between the Secretariat and those organizations that have assigned a member to the ex officio body of the EC.

The focus of FRAFS is on the Fraser River and issues important to First Nations within the Fraser Watershed and marine approach area. The focus of FRAFS EC discussions will be on the administrative and operational workings of the Secretariat, in addition to topics regarding management of Fraser Watershed salmon stocks and other relevant concerns common to Fraser First Nations.

### *2.2 Funding*

Each ex officio participant is funded by his/her parent organization when attending/participating at EC meetings. FRAFS does not financially support ex officio members.

### *2.3 Participation*

The following organizations may, at the invitation of the FRAFS EC and if they so choose, assign a person to participate as an ex officio member of the FRAFS EC:

- First Nations Fisheries Council
- Fraser Basin Council
- Island/Marine Approach Working Group (IMAWG)

The organization may also assign an alternate. However, only one person from an organization may participate in any EC meeting. For clarity the alternate designate may also attend/listen in for the purpose of staying current, but may not participate unless asked to do so by the EC.

The FRAFS EC may at any time decide to revoke ex-officio status of any or all organizations.

### *2.4 Duties*

- Provide information to the EC (relevant to the agenda), where requested.
- Provide advice to the EC on an agenda item/issue where the ex officio member may have a depth of knowledge or perspective that will contribute to the quality of discussion and/or decision making, where requested.
- Transmit information from the EC meeting to the member's parent organization as deemed appropriate by that parent organization.

For clarity and greater certainty: ex officio members do not participate in debate, or vote in EC decision-making tasks.

### *2.5 Excusing ex officio members*

The FRAFS EC may ask ex-officio members to excuse themselves during budget, administrative, operational, or human resource-related discussions. When the bulk of an EC meeting is focused on these topics, the meeting itself may be for EC members only. Requesting ex-officio members to excuse themselves during a meeting, or calling a meeting for EC members only, are decisions made at the discretion of the EC.

## *2.6 Accountability*

- An ex officio member is accountable to his/her parent organization.
- Should an ex officio member not conduct themselves in accordance with this Terms of Reference, or otherwise cause some concern on the part of the EC members, the Chair will notify that ex officio member's parent organization.