

21st Century Tools for Indigenous Languages

Executive Council: Terms of Reference

The following Terms of Reference were approved by the Partnership Council on January 27, 2022.

1. Composition and terms

- a. The Executive Council (EC) consists of the Partnership Director and at least 4 other members, who can be either a Co-investigator or a Collaborator (i.e. Participant) within the Partnership, associated with either an academic or language community Partner, or another appropriately designated Representative of a language community Partner¹;
- b. The term of the Executive Council can be 1-2 years at a time, and is determined upon its selection by the Partnership Council.
- c. If a member of the Executive Council resigns or is otherwise unable to function on the Executive Council, the Executive Council can replace that person until the next Partnership Council meeting.

2. Selection

- a. The Partnership Director, on the advice of the current Executive Council and upon the consent of the candidates, will make a proposal for the next Executive Council composition and its term.
- b. At any time, Participants of the Partnership can express their interest and availability to serve on the Executive Council.
- c. The composition and term of the Executive Council are confirmed by the Partnership Council.

3. Meetings and decisions

- a. The Executive Council will meet regularly every other month (virtually);
- b. The Executive Council will also meet whenever needed, on the initiative of the Partnership Director, a member of the Executive Council, or any Participant of the Partnership;
- c. The Executive Council meetings are chaired by the Partnership Director or designate;

¹ Each member will ideally represent a different partner organization and language focus. Since most of the SSHRC funds are spent in Canada, we would largely draw from Canadian Partners who are recipients of subgrants over the immediately following period. In addition we would include Indigenous Community Representatives of the language communities we are actively working with, which in the spearhead phase are Tsuut'ina First Nation and Maskwac'is Education Schools Commission (MESC).

- d. The Executive Council will primarily aim for decisions by consensus; if consensus cannot be reached, it decides with a majority of votes cast, with the Chair deciding even votes.
4. Tasks and Responsibilities
- a. Consults on, approves, or confirms:
 - i. Allocations delegated to it by the Partnership Council;
 - ii. The composition of postdoctoral and other advisory selection committees, when applicable;
 - iii. Any matter concerning the Partnership that is not expressly reserved for the Partnership Council or delegated to an individual Partner.
5. Dissemination and Transparency
- a. All meeting minutes and background materials, unless withheld due to confidentiality constraints, of the EC will be posted on the 21C Website for all Partners and Participants to review².

² To incorporate the Indigenous community Partner organizations in our consultation and decision making processes, we will share with their Representatives the background and deliberative materials of the Executive Council relevant to the Indigenous community Partners, so that they can take part in those deliberations of the Executive Council they see appropriate.