



## Historic Saugeen Metis Council

The Historic Saugeen Métis (HSM) is guided by a Council entrusted by the community to provide leadership, oversight, and direction on its behalf. Each role reflects a shared responsibility to act in the best interest of the community, drawing on long-standing HSM traditions of families working together, supporting one another, and making decisions with care and accountability.

Each Council position carries specific responsibilities that support effective governance, transparency, and continuity. While roles differ in function, all Council members are expected to uphold HSM's governance principles, act with integrity, and contribute to decision-making that protects community interests and supports long-term sustainability. Together, these roles help ensure that leadership responsibilities are clear, balanced, and grounded in service to the community.

The following profiles have been developed for each role on the HSM Council:

### President:

- shall be the chief spokesperson of the Historic Saugeen Métis, or may delegate as necessary.
- supervises Historic Saugeen Metis operations in collaboration with other Councillors
- chairs all Council and Historic Saugeen Métis citizens' or community meetings (referred to in this bylaw as the Chair) unless he or she delegates the task to an alternate Council member.
- ensures all Council orders, motions and resolutions are carried out;
- represents Historic Saugeen Metis in meetings with its citizens, groups, agencies, corporations, the general public and the media;
- has other powers and duties as prescribed by Council.

### Vice President:

- in the President's absence, chair meetings of Council
- upon the request of the President, assist in carrying out the leadership functions of the President; and,
- has other powers and duties as prescribed by Council.

### Secretary:

- records, or ensures that, minutes are taken at all meetings of Historic Saugeen Métis Council and community/citizen meetings; and that votes, resolutions and bylaws are duly recorded;

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- maintains, or causes to be maintained, in a safe and accessible place, the seal of the Corporation, all records, correspondence, and documents belonging to HSM;
- keeps, or causes to be kept, HSM citizenship records in co-operation appointed staff;
- gives notice of Annual General Meeting or other meeting of the community/citizens', at the call of Council and in the manner directed by Council and consistent with the Bylaws of the Corporation;
- gives notice of Council and committee meetings consistent with the Bylaws of the Corporation;
- undertakes such duties as prescribed by Council from time to time.

Treasurer:

- ensures moneys, securities and or other valuables received are deposited in accounts or within securities of the Historic Saugeen Métis, in such chartered bank or trust company, or, in the case of the securities, in such registered dealer in securities as may be designated by Council from time to time;
- ensures all invoices, bills and other payments for which HSM is responsible are disbursed and records of same are kept;
- keeps complete and accurate records of all HSM assets, liabilities, receipts, and payments in a safe and accessible location;
- monitors and reports to Council monthly on the finances of the Corporation;
- prepares and presents a report on HSM financial status at Council meetings and the Annual General Meeting, or at the direction of Council;
- other duties as assigned by Council from time to time.

Councillor:

- represents the Historic Saugeen Métis at meetings and public events;
- sits on committees as deemed appropriate by Council.