



# GINOOGAMING FIRST NATION TIMBER CLAIM TRUST

PO Box 868 Longlac, ON P0T 2A0

TEL: (807) 876-1678 FAX: (807) 876-2982

CELL: (807) 854-8536 TOLL FREE: 1-866-882-0305

## JOB POSTING

### General Manager

The Ginoogaming First Nation Timber Claim Trust was established pursuant to the terms of the Trust Agreement, ratified by Ginoogaming First Nation members on December 21, 2001, in conjunction with approval of a specific claim settlement. The Board of Trustees, comprised of 7, is responsible for managing the Trust on behalf of its beneficiaries (all living and future members of Ginoogaming First Nation), and ensuring full compliance with the Trust Agreement.

#### Responsibilities:

**Self-starter with the ability to work independently taking direction from and reporting to a Board of Trustees in an environment where the main responsibilities are to ensure sound management and delivery of Ginoogaming First Nation membership benefit programs as defined in the “Trust Agreement” according to policies and to liaise with various organizations and Chief & Council. A job Description is attached.**

#### Qualifications

- Post-secondary degree/diploma or relevant experience in business, finance, accounting and public administration
- Experience working within a First Nations community
- Ability to work independently and achieve goals within “Trust Agreement” guidelines with minimal supervision.
- Excellent communication/interpersonal skills
- Computer skills and familiarity with accounting software, Simply Accounting, word processing, spreadsheets and presentations.

#### Contact Information

**If you are interested in qualifying for this role please send your resume and cover letter to:**

**Ginoogaming First Nation Timber Claim Trust  
P.O. Box 868, Longlac, ON P0T 2A0  
Website: [www.ginoogaming.ca](http://www.ginoogaming.ca)**

**Debbie Charles, General Manager  
Fax: (807) 876-2982  
Email: [gfntct@bellnet.ca](mailto:gfntct@bellnet.ca)**

**Date Posted:**

**April 9, 2020**

**Closing Date:**

**April 21, 2020**

**Anticipated start date: April 27, 2020 or until filled.**

*Only those selected for an interview will be contacted*



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## **GENERAL MANAGER – JOB DESCRIPTION**

### **Operations and Administrative**

- Sort, file, retrieve and verify receipt of documents.
- Compose, type and edit routine correspondence.
- Copy, prepare and distribute materials for Trustee meetings as well as posting upcoming meetings and events that relate to Ginoogaming First Nation Timber Claim Trust.
- Maintain an accurate, up-to-date address list of Ginoogaming First Nation members.
- Liaise with professional advisors retained by the Board.
- Arrange and/or coordinate the distribution of information such as Newsletters and Annual reports.
- Draft, develop or revise program policies and/or other applicable personnel or administrative forms as directed by the Board of Trustees.
- Arrange and coordinate Trustee Elections as per the Draft Election Code.
- Maintain the Trust Office on Ginoogaming First Nation.
- Maintain the filing system for the records of benefits provided by the Trust.
- Maintain inventory of office supplies and re-stock as required.
- Liaise with Ginoogaming Chief & Council.

### **Financial**

- Administer and monitor the financial system in order to ensure that the Trust finances are maintained in an accurate and timely manner.
- Prepare, total, enter, verify and reconcile transactions such as accounts payable and receivable, payroll cheques, invoices, cheque requisitions, and bank statements into the Simply Accounting software.
- Prepare yearly budgets according to allocation and for Board approval.
- Prepare and monitor the operational and program budgets for the Trust office.
- Prepare financial reports for each Board meeting.
- Prepare information for the annual audit.
- Provide advice to the Board of Trustees about present and projected costs and issues regarding the implementation of existing and potential new programs, services and assistance from the Trust.
- Arrange travel arrangements as required.



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## **Programs and Services for Members**

- Compile, verify and record applications, requests and other documents in accordance with established policies and procedures.
- Obtain from the First Nation and/or members, detailed proposals for specific programs, services or assistance to members from the Trust in accordance with the Trust Agreement.
- Implement decisions of the Board of Trustees with respect to programs, services or assistance from the Trust.
- Provide information, advice and assistance to members with respect to eligibility and other aspects of programs and services supported by the Trust.

## **Reporting and Communications**

- Prepare draft reports, newsletters, and presentations and provide information to the membership.
- At information meetings and on a day-to-day basis, provide written or verbal responses to questions from members and others about the Trust.
- Provide written or verbal reports to the Board about input or suggestions from members and issues identified by members concerning the Trust.
- Represent Ginoogaming First Nation Timber Claim Trust in the community, committee meetings, and as required.
- Coordinate and arrange meetings of the Board with Chief & Council and/or membership, to provide information or seek input with regard to the Trust.

## **Board Meetings**

- Assist the Chair in planning meetings of the Board.
- Prepare draft agendas and minutes of Board meetings.
- Prepare reports, correspondence and other documents required by the Board both in preparation for meeting and to implement decisions following meetings.
- Prepare logistics of Annual Meetings

## **Other Duties**

- The General Manager will be required to perform other duties from time to time as assigned by the Board of Trustees.

**Remuneration: Commensurate with education and experience**