

TERMS OF REFERENCE  
Conestoga College  
INDIGENOUS EDUCATION COUNCIL

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Conestoga College's Indigenous Education Council (IEC) is a joint advisory committee and decision-making body that centres the success of Indigenous students, staff and faculty at Conestoga College. The IEC serves as an essential collaborative space for strategizing methods to increase Indigenous Student Success.

The IEC is one pathway for Conestoga College to build community with Indigenous communities and to directly engage with Indigenous students, staff and faculty. The Indigenous Education Council prioritizes teamwork and working together to ensure Indigenous students are successful in all their endeavours.

## PURPOSE

The IEC is a joint advisory committee and decision-making body established to provide a forum for the discussion of and consultation on Indigenous related topics, strategies and institutional as a requirement under the Ministry of Colleges and Universities, Indigenous Student Success Fund for Colleges and Universities. The IEC also serves an essential, collaborative role in a liaising and advisory capacity for the College on matters impacting Indigenous students.

## OBJECTIVE

The objective of the committee is to:

- Discuss topics, recommendations, and make decisions related to Indigenous students' educational experience that both represent the best interests of Indigenous students and promote the objectives and mission of Conestoga College
- Review and/or advise on matters raised by the College, Conestoga students, or IEC committee members.
- Review and/or discuss initiatives presented to the committee.
- Provide a forum to share information about Indigenous focused College initiatives.
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## ACCOUNTABILITY

The IEC is accountable to the VP, Students who will report on committee activity to Senior Administration and will ensure committee activity adheres to the MCU guidelines and aligns with the plans of the College.

## DURATION OF COUNCIL

This is a standing committee.

## MEETINGS

### FREQUENCY OF MEETINGS

Meetings are held quarterly each academic year between September and June.

### MEETING LOCATION

Meetings can take place in person or online at the discretion of the Co-Chairs.

## AUTHORITY

The IEC has the authority to make recommendations and provide advisement on the development of initiatives and activities that support the enrolment and success of Indigenous students and support a positive student experience. The VP, Students, ensures that all recommendations align with the College's strategic plan, Indigenous Success Strategy, Indigenous Education Protocol, and Ministry Guidelines.

## MEMBERSHIP

### MEMBERS

Membership is comprised of members from college administration, faculty, Indigenous students, alumni, local Indigenous organizations, and Elders.

- Committee Chair/Co-Chair (if applicable)
- Community Members (reserve or urban community)
- Conestoga Student
- CSI – Indigenous Director, Conestoga Students Inc. (CSI), Conestoga College
- CSI – President, Conestoga Students Inc. (CSI), Conestoga College
- Director, Indigenous Initiatives, Conestoga College
- Elder/Knowledge Carrier
- External Indigenous Services Agency
- Faculty member, Conestoga
- Indigenous Alumni, Conestoga
- Indigenous Education Protocol Signing Partners
- Mississauga’s of the Credit
- Metis Nations of Ontario
- Southern Ontario Inuit Education Group
- Chippewas of the Thames
- Indigenous Student Circle member, Conestoga College
- Indigenous Student Recruiter / Marketing, Conestoga College
- Manager, Indigenous Services, Conestoga
- President, Conestoga College
- Vice President, Students, Conestoga College
- Waterloo Region District School Board
- Waterloo Catholic District School Board
- French Language School Board

### RENUMERATION

External members of this council are paid an honorarium for their participation provided they are not paid by their organization during the meeting time.

The honorarium is \$100 plus parking (parking code will be provided before every meeting), for those attending in person.

### TERM OF MEMBERSHIP

The chair position is filled by a current member every two years, by consensus. All other committee member roles are reviewed on a three-year term with no limit to renewal.

### RESPONSIBILITIES OF THE CHAIR/CO-CHAIR

- Establish Agendas for each meeting
- Chair each meeting, or designate a Chair in absentia
- Ensure the Terms of Reference are reviewed every two years to ensure that the committee is operating effectively and fulfilling its functions

### RESPONSIBILITIES OF THE SECRETARY

The secretary will;

- Solicit agenda items from members prior to meetings
- Distribute meeting materials to council members in advance of meetings
- Record and distribute the minutes
- Record attendance of all members

## MEMBER RESPONSIBILITIES

- Advise the secretary of their attendance prior to the meetings
- Attend meetings to provide input, and recommendations
- Internal members will report back to their respective departments on relevant IEC updates

## MEMBERSHIP RECOMMENDATIONS

Recommendations for new membership are put forth by existing council members and agreement is by consensus of committee members.