

AFOA CANADA

16TH NATIONAL CONFERENCE

FEBRUARY 16-18, 2016 | MONTRÉAL, QUÉBEC

FAIRMONT THE QUEEN ELIZABETH HOTEL

LEADERSHIP AND GOVERNANCE

Transformational Change through Education and Capacity Building

PRE-CONFERENCE WORKSHOPS

Workshop registration fee includes continental breakfast, refreshments and lunch. Please see enclosed registration form to register or register on-line at www.foa.ca. For more information or information regarding workshop space availability, please contact 1-866-722-2362 or info@foa.ca. Please note that this does not include conference registration.

2 DAY WORKSHOPS FEBRUARY 15 & 16, 2016

PERFORMANCE MEASUREMENT AND REPORTING IN FIRST NATIONS *(Offered in English only)*

The key focus of this workshop is on reporting on performance to community members. The workshop covers the following topics: core principles of performance reporting in First Nation environments; links principles to financial reporting; the Aboriginal Performance Wheel; the appropriate level and frequency of reporting; important aspects of performance; the kinds of information to be reported; and preparing reports on goals.

NEW RETIREMENT PLANNING *(Offered in English only)*

Retirement Planning for Aboriginal peoples is a new financial literacy workshop developed to fill a knowledge and skill gap that currently exists with 63.4% Aboriginal peoples knowing little to nothing about saving for retirement (Aboriginal Financial Literacy Needs Assessment and Framework, July 2015, AFOA Canada). Topics covered in the workshop include: retirement overview; developing a sound financial plan; sources of income; tax planning; government benefits; insurance; estate planning; and other considerations and options.

EFFECTIVE PLANNING, CREATION AND IMPLEMENTATION OF YOUR TRUST *(Offered in English only)*

More and more Aboriginal communities are creating Trusts as a result of the increasing number of specific claim settlements, impact and economic benefit agreements and other resources sharing opportunities. The resulting increase in wealth accumulation is placing tremendous responsibility upon leadership and management staff to create effective Trust structures. This workshop is designed to raise awareness and understanding amongst Community Officials about the following topics: how to plan a Trust; increased community readiness; understanding the complexities in creating a Trust; ways to create the most appropriate Trust structure for your needs; key areas in implementing a Trust; and suitable investment strategies that meet the needs of the Trust today and for future generations.

THE POLITICS OF ETHICAL DECISION MAKING FOR ELECTED ABORIGINAL LEADERS *(Offered in English only)*

This workshop was designed specifically for elected Aboriginal political leaders and focuses on the vital role that ethics plays in their daily lives and the importance of ethical leadership in an Aboriginal setting. The workshop covers the following topics: rights, responsibilities and ethics; how they interact; how each influences how Aboriginal elected leaders carry out their day to day jobs; common situations faced in elected positions where ethical issues are at stake; critical questions leaders must ask when wanting to make an ethical decision; and the essentials for creating an ethical work environment.

For more information, please contact:

AFOA Canada Conference Secretariat
conference@afoa.ca
1-866-722-2362
www.afoa.ca

#AFOA2016   



1 DAY WORKSHOPS – FEBRUARY 15, 2016

DEVELOPING BUSINESS PLANS AND FUNDING PROPOSALS
(Offered in English only)

There is an increasing need for First Nations to develop multiple sources of revenue and to move away from their dependence upon federal financial transfers. With this in mind, greater emphasis is being placed on the development of community owned business and development corporations. A Business Plan is a vital tool that can help assess whether the development of a new business or the purchase of an existing business is prudent. This workshop will help you better understand the business planning process and the key elements of an effective business plan.

FIRST NATIONS COMMUNITY GOVERNANCE I
(Offered in English only)

This workshop on First Nations Community Governance is directed toward elected Aboriginal leaders and Senior Administration staff working in First Nation communities. It has been designed to provide a general overview of Aboriginal governance concepts, as well as many practical examples and best practices to assist elected Aboriginal leaders and administration staff in better understanding the roles and responsibilities of the governing body, administration and community members. Topics covered include: role of Aboriginal governing bodies; local Aboriginal governance structures and issues; principles of good governance; a First Nations perspective; the power of Chief and Council; tools for council meeting management; and a refresher on policy.

1 DAY WORKSHOPS – FEBRUARY 16, 2016

**HUMAN RESOURCES MANAGEMENT ESSENTIALS:
MODULE 1 - PROFESSIONAL PRACTICE** *(Offered in French only)*

AFOA Canada has developed a series of four one day modules focusing on Human Resources Management Essentials for those working in Aboriginal organizations. Module 1 provides an overview of the professional practice of Human Resources Management which contributes to the success of the organization. The workshop covers the following topics: working in Aboriginal environments; developing an environment that fosters effective working relationships; ethical practices; managing human resources contractors and specialists; managing client relationships; legal and legislative requirements relevant to human resources functions; and governance and compliance with legal requirements.

NEW FIRST NATIONS GOVERNANCE II
(Offered in English only)

Effective governance is essential to the success of First Nations communities. In this workshop tools have been developed that elected leaders can use in performing their leadership functions. Topics covered include: orientation and transition of newly elected leaders; elected leaders mandate and administration priorities; knowing your community history and context; organizational and community issues; moving towards prosperity; governing beyond the Indian Act; and others.

NEW EFFECTIVE LEADERSHIP *(Offered in English only)*

While effective leadership is the most critical factor in the success of an organization, community or business, it is a concept that covers a diverse array of meanings. Effective Leadership explores the concepts of leadership, management, and governance and the relationship and interdependence that exists among them. Participants will build valuable new skills: learn about the core leadership skills that are the foundation of effective leadership including strategy, action and results; and learn about adaptive leadership skills which represent the qualities that great leaders have in common including emotional intelligence, organizational justice, character and development. You will learn about yourself and how to better lead others in providing service and support to organizations, boards, and communities.

**NEW BANKING 201 – NEGOTIATING CREDIT FACILITIES
WITH A FINANCIAL INSTITUTION** *(Offered in English only)*

This workshop is one in a series of banking workshops. It will provide participants with a better understanding of the different types of credit facilities that can meet the needs of communities. The participant will understand important considerations in negotiating credit facilities such as: how a lender protects itself; pricing and fees of loans; and lender and borrower rights. There will be a discussion on the different types of security and collateral. This will lead into outlining strategies on how to manage financing such as refinancing, debt consolidation and asset sales.

LEAD SPONSOR

FIRST NATIONS BANK
OF CANADA

 **AFOA CANADA**
Building a Community of Professionals

December 2015

PRE-Conference Workshops Registration Form (does not include conference)

Fairmont The Queen Elizabeth Hotel – Montreal, Quebec



Please complete 1 form per person - fax to (613) 722-3467 or email to pdebassige@afoa.ca

1. PARTICIPANT (PLEASE PRINT CLEARLY)

First Name: _____ Last Name: _____

Title: _____ Organization: _____

Address: _____ P.O. Box/ Suite / etc.: _____

City: _____ Province: _____ Postal Code: _____

Telephone: (____) _____ Fax: (____) _____

Email: _____

2 – WORKSHOP REGISTRATION FEES

The registration fee includes continental breakfast, refreshments and lunch. Please ✓ below the pre-conference workshop of your choice.

<p>These are <u>two-day pre-conference</u> workshops scheduled for February 15 & 16, 2016:</p> <p><input type="radio"/> Effective Planning, Creation and Implementation of Your Trust (Offered in English Only)</p> <p><input type="radio"/> Performance Measurement and Reporting in First Nations (Offered in English Only)</p> <p><input type="radio"/> The Politics of Ethical Decision Making for Elected Aboriginal Leaders (Offered in English Only)</p> <p><input type="radio"/> NEW - Retirement Planning (Offered in English Only)</p>	<p>Registration Fee:</p> <p><input type="radio"/> AFOA Canada Member \$995</p> <p><input type="radio"/> Non Member \$1195</p>
<p>These are <u>one-day pre-conference</u> workshops scheduled for February 15, 2016:</p> <p><input type="radio"/> First Nations Community Governance I (Offered in English Only)</p> <p><input type="radio"/> Developing Business Plans and Funding Proposals (Offered in English Only)</p>	<p>Registration Fee:</p> <p><input type="radio"/> AFOA Canada Member \$480</p> <p><input type="radio"/> Non Member \$680</p>
<p>These are <u>one-day pre-conference</u> workshops scheduled for February 16, 2016:</p> <p><input type="radio"/> NEW - First Nations Governance II (Offered in English Only)</p> <p><input type="radio"/> NEW - Effective Leadership (Offered in English Only)</p> <p><input type="radio"/> NEW - Banking 201 – Negotiating Credit Facilities with a Financial Institution (Offered in English Only)</p> <p><input type="radio"/> Les fondements de la gestion des ressources humaines : module 1 – pratique professionnelle (Offered in French Only)</p>	<p>Registration Fee:</p> <p><input type="radio"/> AFOA Canada Member \$480</p> <p><input type="radio"/> Non Member \$680</p>

3 – PAYMENT METHOD Registration Fee \$ _____ + 5% GST \$ _____ = Total \$ _____

Note: If your Indian band is GST/HST exempt and paying for your registration fee, please submit your band's exemption certificate with your registration form. If not, then GST/HST applies. AFOA Canada HST/GST number 883195927RT001.

Cheque (payable to AFOA Canada) VISA Mastercard Amex

Card Number _____ Exp. Date _____

Name of Cardholder _____ Signature _____

If you are paying by credit card, fax your completed form to AFOA at (613) 722-3467. **If you are paying by cheque**, please mail your payment with a copy of this form to AFOA Canada at 1066 Somerset Street West, Suite 301, Ottawa, Ontario K1Y 4T3.

4 - CANCELLATION / SUBSTITUTION

Cancellation of registration should be sent in writing to AFOA Canada, by fax 613-722-3467 or email to pdebassige@afoa.ca. Cancellations will be accepted until January 13, 2016 for a full refund. A \$300 cancellation fee will apply for cancellations received January 14 – 28, 2016. No refund for cancellations received on or after January 29, 2016. **Substitutions are accepted at any time and no refund for no-shows.**

Important notice: By registering for an AFOA Canada Capacity Development Workshop, you agree to allow AFOA Canada to use photographs / videos in which you may appear in all media formats worldwide.

Your signature is required as authorization of registration. Please sign and date below.

Signature _____ Date _____