



EXECUTIVE OFFICE MANDATE

Mandate:

The **Executive Office** (EO) is overseen by the **Executive Director** and is mandated to govern over the strategic trajectory of the Mohawk Council of Kahnawà:ke. The Executive Office has the authority and duty to govern the strategy, scope, and standards over programming, services, and special initiatives of the Mohawk Council of Kahnawà:ke (MCK).

The **Executive Office** is responsible to plan, implement, and oversee a comprehensive global strategy designed to develop and oversee the MCK's activities, roles and responsibilities, policies and procedures; to guide and engage the organization to ensure transparency; and ensure that effective communication channels exist throughout the organization. The **Executive Office** functions as the triage center to determine priorities and actions.

The **Executive Office** strategy aims to enhance core governance functions of the organization by addressing the following responsibilities:

- a) **Strategic Governance** by setting strategic direction and global organizational strategy and planning and providing Leadership in these areas.
- b) **Administrative Governance** through the establishment of the organizational structure, setting the organizational culture, leading organizational change, and the establishment of organizational standards.
- c) **Quality Governance** through the establishment of an accountability framework and change management framework.
- d) **Financial Governance** by setting the global financial envelope, the development of a MCK business interest strategy and global financial planning.
- e) **Operational Governance** by setting operational standards and service delivery standards, assessment of the community's needs, and operationalizing the political direction.
- f) **Regulatory Compliance:** Ensuring that the following activities take place: inspections, developing orders, and supporting action in the event of non-compliance to existing community laws, regulations, and policies related to this mandate.

Each unit at the MCK is committed to continuously monitoring and integrating appropriate industry trends and standards, ensuring that their knowledge is current and relevant. Units further commit to applying their subject-matter expertise to determine the necessity and the method of developing and revising legal and regulatory frameworks that relate to their specific mandate.

Each unit at the MCK is committed to fostering cooperation and collaboration between units, recognizing the importance of respecting each other's requirements and processes. These obligations are anchored in our organizational policies, procedures, and legal requirements. Each unit is dedicated to transparent communication and mutual support to ensure the efficient and effective functioning of our operations.