



The Administrative Role in Governance for Indigenous Non-Profit Organizations™

Education Program

A Curriculum Overview — by the Indigenous Board Administrative & Governance Services

This handbook was created to equip administrative professionals in Indigenous non-profit organizations with the knowledge, skills, and cultural grounding needed to support effective, ethical, and community-centered governance. This presentation offers a guided overview of the curriculum.

 HANDBOOK OVERVIEW

CREATED BY: INDIGENOUS BOARD ADMINISTRATIVE & GOVERNANCE SERVICES



Indigenous Board Administrative & Governance Services

Helping First Nations, Inuit and Métis organizations build strong administrative structures.

Why Governance Matters — and Where You Fit In as Administrator in an Indigenous Organization

Understanding Governance

Governance is the framework through which an organization makes decisions, upholds accountability, and fulfills its mission. In Indigenous organizations, governance is not simply procedural — it reflects community values, cultural protocols, and the principles of self-determination. Recognizing this distinction is the foundation of everything in this handbook.

The Administrative Role in Indigenous Orgs.

Administrative professionals are the connective tissue of governance. You document decisions, coordinate communication, manage information flows, and ensure that board processes run smoothly. Without strong administrative support, even the best-structured boards struggle to function effectively.

- ❑ Your role is not invisible — it is foundational to good governance.

Sections 1–2

Introduction to governance concepts and the core responsibilities, key competencies, and dual accountability of the administrative role.

Cultural Context

Indigenous governance is shaped by nation-specific values, oral traditions, and community relationships — not just corporate structures.

Dual Accountability

Administrative professionals serve both organizational leadership and the broader community — navigating this balance with integrity is a core skill.

Governance in Action — Structure, Process & Minutes from an Indigenous Perspective

Sections 3 and 4 of the handbook move from concept to practice. They cover how boards are structured, how decisions get made, and how those decisions are properly recorded.



Board Structure & Policy Frameworks

Understand board roles, committee structures, decision-making methods, policy frameworks, and the annual governance cycle. Includes guidance on applying Robert's Rules of Order respectfully within Indigenous cultural contexts.



The Art of Minute-Taking

Minutes are a legal and cultural record. Learn what to include and what to leave out, standards for minute-taking in Canada, best practices for recording decisions, and how to adapt your approach for virtual and hybrid meetings.



Culturally Grounded Minutes

Culturally grounded minute-taking honors the way Indigenous organizations communicate — including the recording of consensus-based decisions, elder contributions, and oral traditions in a manner that respects community protocols.

Ethics, Communication & Professional Growth in Indigenous Organizations

Governance Communication & Reporting

Section 5 addresses how information flows within an organization — from internal communication systems and reporting requirements to managing sensitive and confidential information. Transparency and accuracy are the cornerstones of trustworthy governance communication.

Ethical & Cultural Considerations

Section 6 explores confidentiality and trust, cultural respect and protocols, and how to navigate ethical dilemmas with integrity. Administrative professionals regularly handle sensitive material and must be guided by both professional ethics and cultural values.

Meeting & Event Coordination

Section 7 covers the full meeting lifecycle: planning and preparation, logistics and accessibility considerations, and meaningful follow-up and evaluation. Well-organized meetings reflect well on the entire organization.

Building Capacity & Self-Care

Section 8 encourages ongoing learning, mentorship, peer networks, and personal well-being. Sustainable administrative practice requires investing in yourself — not just your organization.

☐ Self-care is a professional responsibility, not a luxury.



Confidentiality

Know what to protect, how to protect it, and why trust is the bedrock of governance relationships.



Indigenous Cultural Protocols

Respect for nation-specific practices and traditions is woven into every administrative task — from agendas to closings.



Professional Growth

Continued learning, mentorship, and peer connection strengthen both the individual and the organization they serve.



Tools, Templates & Next Steps for Indigenous Non-Profit Organizations

Section 9 and the Appendices provide a complete practical toolkit for Indigenous Non-Profit Organizations — with ready-to-use resources that support every aspect of administrative governance work.

1

Agenda & Minute Templates

Professionally structured templates for board meeting agendas and minutes — formatted for Indigenous organizational contexts and Canadian standards.

2

Action Tracker & Communication Tools

Tools to track board decisions, assign follow-up, and manage governance communications consistently and clearly across your organization.

3

Governance Checklists & Annual Calendar

Step-by-step checklists for meetings and events, plus an annual governance calendar to help your board stay on track throughout the year.

4

Cultural Protocol Guide, Vendor Guide & Glossary

Appendix F provides a foundational guide to cultural protocols, A Vendor Contact Guide and a glossary of governance terms — bridging administrative practice with cultural respect.

Ready to Get Started?

This curriculum is designed for self-directed learning, organizational training, and group workshops. Whether you are new to governance administration or looking to deepen your expertise, this handbook meets you where you are — and supports you to grow with confidence, cultural integrity, and professional excellence.

Indigenous Board Administrative & Governance Services

Learn more at indigenousboardgov.com