

SUBJECT: ELDERS PROTOCOL**1. Purpose**

First Nations Elders are frequently being invited to speak to classes, participate on planning committees and assist in the First Nations Centre at UNBC. Elders contribute their knowledge, wisdom, and culture to the development of curriculum, course content and student life. The purpose of this policy is to establish a protocol which addresses several needs:

- a process to invite, greet and escort Elders. Elders sometimes come to the Prince George campus and do not remember exactly what room to go to, or the name of the person or class they are going to meet.
- consistency of honoraria.
- maximizing use of an Elder's time by scheduling multiple activities at once.
- maximizing the number of different Elders who come to the University, instead of relying on only a few.
- maintain an up to date list of Elders available for speaking.

2. Scope

This policy and its procedures applies to all visiting First Nations Elders and to all faculty and staff utilizing the experiences of these Elders.

3. Authority

The staff of the First Nations Centre will support faculty, staff or the visiting Elder as needed. The role of the First Nations Centre staff will be to assist faculty and staff through process, and to provide support where necessary and a simple structure for inter-program networking.

4. Protocol**4.1 Role of the First Nations Centre**

The Secretary to the First Nations Centre will maintain a master list of Elders' addresses, phone numbers and the form of expression of gratitude (honorarium, gift or letter) and appreciation the Elder prefers and will provide this information to support staff, faculty and students upon their request. In addition, Regional Chairs will work with the First Nations Centre to create and maintain an up-to-date list of Elders for each region. The First Nations Centre invites Regional Chairs and Faculty members to assist with the development of this master list by contributing names, numbers, addresses (including the address for a supporting relative, if applicable) and any other relevant biographical information. Please contact the Secretary at 960-5772 for more information. Faculty are advised that outside of Prince George, first contact with Elders should be through the relevant Regional Chair.

In addition, the secretary will be assisting other faculty and staff in the development of an inter-program network to ensure that the University benefits as much as possible from Elder visits. For example, if a staff member invites an Elder for an hour discussion in his/her classroom, the secretary can coordinate with other staff and/or groups to schedule additional time with the Elder. Therefore, Faculty members considering inviting an Elder to a class, should

contact the Secretary, First Nations Centre and contribute to the network. Before inviting an Elder, the Faculty member must obtain approval of expenditure from his/her Chair.

4.2 Extending Invitations to Elders

Faculty who would like to invite a particular Elder should remember that Elders rely on the spoken word and most prefer a phone call to a written invitation. Many Elders are not used to making commitments long in advance, and Faculty should remember not to expect this.

If an Elder agrees to accept an invitation to participate, the Faculty member should remember to call again a week or even a few days ahead of time. The Faculty member should be prepared for the possibility that the Elder may change their minds. In this event, the Faculty member may contact the First Nations Centre to determine whether another Elder may be found.

4.3 Honoraria

The Faculty member should remember to have a cheque ready to give to the Elder when they arrive for the event and, in some cases, tobacco. The Faculty member should remember to send a request for payment to the Finance department at least two weeks prior to the event so that the cheque can be processed in time. Faculty should refer to the Honoraria policy for First Nations Elders.

4.4 Travel Arrangements

Faculty members should remember to make travel arrangements with Elders as they will frequently have someone assist them with scheduling their activities. By discussing these travel arrangements with the Elder, Faculty members will be able to determine the degree to which the Elder requires assistance.

4.5 Elder Escort

In order to ensure Elders are met on their arrival at the University, Faculty members should notify the First Nations Centre, the front reception desk, and security who is arriving, when they are expected and where they must go. Ideally, Faculty members should arrange to have a student or staff member greet the Elder at the front door or some other prearranged location and escort him/her to the appropriate destination.