

Template 9: Language Authority Terms of Reference

This template is based on those developed by the following Language Authorities: the St'át'imc Language and Culture Council, the Secwépemc Language Authority, the SENĆOŦEN ELTÁLNEW SÇSÁS (SES), and the Treaty 8 Danezaa Language Authority.

(Name of Language Authority in the Language)

LANGUAGE AUTHORITY

(Terms of Reference in the Language)

TERMS OF REFERENCE

Name of Language Authority in Language, hereafter "Language Authority"

Name of Language, hereafter "the Language"

(List of dialects)

Purpose of the Language Authority

The purpose of the Language Authority is to work with the Language communities to develop a plan to revitalize and preserve the Language, and

- to formalize the Language Authority terms of reference
- to develop a Language Revitalization Plan document (to be approved by the Language communities represented by the Language Authority)

Background of the Language

Background of the Language Authority

Roles and Responsibilities

The primary role of the Language Authority is to support the development of projects that maintain and revive Language use in the participating communities.

The Language Authority will act as the coordinating body for all the communities that share the Language that is represented by the Language Authority. The Language Authority will support the revitalization and maintenance of the Language in all of its member communities, through the coordination of:

- information and research
- language assessment and analysis
- organization and consultation
- writing and preparing language development plans
- community consultation
- project implementation, monitoring and review

The Language Authority will support community-based projects and provide assistance to the Language communities. The Language Authority will also support the development and implementation of inter-community language activities and initiatives.

In addition, the Language Authority will:

- represent the membership of the Language Authority
- consist of membership from each First Nation of the Language community
- be comprised of fluent speakers of the Language, or of representatives that are active in language revitalization in their community, whenever possible
- assess, evaluate and certify language speakers as teachers/educators of the language
- assess and evaluate the authenticity of education materials developed for the purpose of teaching the Language, history, culture and way of life
- review language curriculum, plans, guides, materials, resources and teaching strategies prior to implementation in schools or communities
- propose language and curriculum policy to First Nations governments, education boards and external organizations
- validate new vocabulary and continue to amend dictionaries
- develop and support activities and initiatives that benefit the Language group as a whole, as opposed to specific dialect group
- set policy for copyright and sharing of language resources and curriculum
- recommend traditional and cultural protocol(s)

Language Authority Sub-Committees and Delegates

Delegating to sub-committees

The main committee of the Language Authority is responsible for all decisions taken by the committee and its sub-committees. Representatives should carry out proper monitoring of the committee and sub-committees to ensure that process is appropriately followed. Sub-committees should consist of individuals with relevant expertise, and should be provided sufficient information about the role of the sub-committee, their role in the sub-committee, and any background information on the issue, topic or subject of the sub-committee. Each sub-committee should have a clear “terms of reference” that is agreed upon by the main committee and is regularly reviewed to ensure that the terms of reference are properly executed. Terms of reference will clarify the role, purpose and responsibilities of a sub-committee. A reporting mechanism should also be clarified to ensure that the main committee is aware of sub-committee progress and decisions, and to ratify decisions taken by the sub-committee.

Sub-committees

The following sub-committees are identified:

Membership, Term and Operating Guidelines

The Members of the Language Authority will be as outlined in the Membership section in this terms of reference document. Furthermore:

- membership will strive to consist of fluent speakers and language champions
- each First Nation member will appoint alternates for their representatives
- membership will meet at least twice a year, but be mandated to meet quarterly, with an additional annual general meeting
- membership will provide an annual report to the Language communities
- a formal membership process will be developed and included with the terms of reference document. The formal membership process or policy should include policy for appointment process, term length and policies for resolving conflict.

Decisions will be made by the Language Authority, main committee:

- a quorum of members must be present before a meeting can proceed. At least # _____ main committee representatives must be present for a meeting to proceed
- language Authority representatives must have group consensus

Minute Taker – Meeting Secretary

The minute taker or meeting secretary will:

- prepare agendas and issue notices
- prepare documents for discussion and comment
- distribute agenda one week prior to meeting to representatives
- take notes of proceedings and prepare minutes
- distribute minutes to all committee members, which are also made available to all staff
- minutes must be accepted by the chairperson

Planned Goals and Activities

The following goals and activities have been identified by the Language Authority for the year:

- curriculum development, editing and approval

- promotion of immersion strategies and courses
- assist with the assessment and hiring of language teachers for the school system
- review and update the Language dictionary with new vocabulary and replacement of missing words
- development of events for language use, including adult language learners, storytelling, word festivals, Skype and distance-based communication sessions for Elders and youth
- develop and advise on the use of technology and language, including video games, phone and tablet apps, websites and other online mediums
- develop and implement a master-apprentice program for all Language communities
- secure funding for language revitalization and maintenance activities
- develop booklets for history, culture, genealogy and way of life
- develop activities that connect the language with the land
- promote fluency challenges for member First Nations
- encourage the development of awards, recognitions and incentives with member First Nations to promote language learning among First Nation community members