



Fact Sheet

Role of the Clerk

The position of Clerk of the Legislative Assembly is central to the functioning of the institution. The Clerk, who holds office during good behaviour, is appointed by the Commissioner of Nunavut on the recommendation of the Management and Services Board, approved by motion of the Legislative Assembly.

The Clerk is, effectively, the Deputy Minister of the Office of the Legislative Assembly. The Clerk reports to the Speaker and also serves as the Secretary to the Management and Services Board. The Clerk also serves as Secretary to the Order of Nunavut Advisory Council.

As the senior official of the Office of the Legislative Assembly, all other employees and officers of the Legislative Assembly report to the Clerk.

The Clerk's primary areas of responsibility include:

- Managing the total scope of operations of the Office of the Legislative Assembly and services to the Legislative Assembly's Committees, Caucuses and individual Members. These include corporate services, research services, public affairs and the Legislative Library;
- Acting as the principal advisor to the Speaker and Members of the Legislative Assembly on matters of parliamentary procedure and privilege;
- Compiling and safeguarding the official documents, papers and records of the Legislative Assembly and its Committees; and
- Administering certain provisions of statutes under the exclusive or shared jurisdiction of the Legislative Assembly.