

## French Language Services (FLS) Coordinators Responsibilities

Each Yukon government department and corporation appoints an existing member of staff as their French language services coordinator with the following responsibilities:

1. Act as the internal point of contact with the French Language Services Directorate (FLSD) on matters relating to the delivery of French services.
2. Coordinate the preparation and approval by their DM or President of annual and five-year plans for the delivery of services in French and liaise with FLSD on the amount of funds they allocate;
3. Oversee the spending of funds allocated by FLSD and report lapses and additional needs to the FLSD finance and planning manager on a monthly basis.
4. Provide advice on how to meet French language services obligations under the *Languages Act*, the French Language Policy (GAM 1.7), the Communications Policy (GAM 1.3) and the Guidelines on French Language Communications.
5. Consult with the French Language Services Directorate (FLSD) for advice on best practices for the delivery of services in French.
6. Coordinate information about accomplishments and success stories for the Yukon government's annual report on French language services activities and its report on outputs for submission to Canadian Heritage. Coordinate the deputy minister or president's approval of this information;
7. Ensure there is a process in place for sending JVs and invoices for reimbursement to the FLSD finance and planning manager in a timely fashion;
8. Under the direction of the deputy minister or president, support the process for handling any complaints about services in French;
9. Meet with other FLS coordinators and FLSD two or three times a year to network and problem-solve.