

ONEIDA TRIBE OF INDIANS OF WISCONSIN
Human Resource Development Department



Location:
2630 West Mason Street
Green Bay, WI 54303

Phone: (920) 496-7900
<http://hrd.oneidanation.org>

Mailing Address:
P.O. Box 365
Oneida, WI 54155-0365

Fax: (920) 496-7911
Job Line: 1-800-236-7050

JOB DESCRIPTION

POSITION: Council Member (5 Positions)

POSITION NUMBER: 09021, 9039, 9040, 9041,
9042

DEPARTMENT: Business Committee

LOCATION: N7210 Seminary Rd

DIVISION: Non-Divisional

RESPONSIBLE TO: General Tribal Council

SALARY: Determined by General Tribal Council

CLOSING DATE:

Proposed Start Date: Updated 12/99

Transfer/Promotion Deadline:

POSITION SUMMARY: This position is an elected official who safeguards the records, assets and funds and will act in the best interest of the Oneida Tribe of Indians of Wisconsin. This is an exempt position and is responsible to the General Tribal Council. Continuation of position is contingent upon Tribal elections which are held every three (3) years and upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. A Council Member will portray a sense of allegiance, practice altruism and act in the best interest of the Oneida Nation and its membership. Their character and actions are subject to review of the Oneida General Tribal Council.
2. A Council Member will make every effort to participate in all regular, special and General Tribal Council meetings.
3. A Council Member will not act arbitrarily or individually, rather as a body with a majority vote or consensus of the Oneida Business Committee.
4. A Council Member shall keep apprised of the issues and actions of the General Tribal Council, carrying out assignments in a timely or set manner. Emphasis of assignments will be in the Council Member's Legislative or Advisory area of responsibility.
5. A Council Member shall not permeate the management barrier, rather foster a cooperative environment by communication, respect, grace and honesty.
6. A Council Member, with the support of the Oneida Business Committee, will develop a government relationship with their Tribal entities, a city, town, county, state or other organizations and agencies of local, regional, national origin, private agencies or corporate office as assigned.
7. A Council member shall submit written reports for travel-related workshops, conference and meetings within ten (10) days of their travel. They shall submit written or verbal reports as required of any or all meetings attended. Submit General Tribal Council reports as required or requested.
8. Council Members will develop and present testimony on the local, state and national level as designated.
9. Council members shall further develop their skills and knowledge to enhance their position through workshops, seminars and other educational avenues offered by the Oneida Nation.
10. A Council Member, in accordance with the Constitution and by-laws of the Oneida Nation, shares equally in the fiduciary responsibility to preserve and safeguard the records, assets and funds that are placed in the custody of the Oneida Business Committee by appropriate action or reaction of pertinent Oneida Business Committee or General Tribal Council actions.

JOB DESCRIPTION

Council Member

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QUALIFICATIONS AND REQUIREMENTS:

1. Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.
2. Must be 21 years of age.
3. Must reside in either Brown or Outagamie County.
4. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
5. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
6. A valid driver's license, reliable transportation and insurance is required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state drivers license. Must be authorized as eligible to operate a personal and tribal vehicle under the Oneida Tribe's vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.