

POSITION DESCRIPTION
DUTIES OF TRIBAL VICE-CHAIRMAN

APPROVED BY GENERAL TRIBAL COUNCIL ON JULY 30, 1990

The incumbent of this position is under the supervision of the Oneida General Tribal Council and shall be responsible for the duties of this office contained in the Constitution and By-Laws of the Oneida Tribe. As a member of the Oneida Business Committee, the Vice-Chairman's actions are subject to review by the Oneida General Tribal Council.

REPRESENTATIVE DUTIES:

1. In the absences of the Chairman or when called upon to do so; Vice-Chairman shall preside over Regular and Special meetings of the Tribal Council or General Tribal Council.
 - a. When presiding, he/she has all rights, privileges, duties and responsibilities of the Chairman.
 - b. Represents the Chairman at meetings, conferences, and functions of any kind when requested to do so by the Chairman and reports back to the Oneida Business Committee on such activities, in writing.
2. Serves as a member of the Oneida Business Committee.
3. Required to support and advocate Tribal goals and objectives.
4. Vice-Chairman is required to participate in all Regular, Special and General Tribal Council meetings.
5. Represents the Tribe in public relations functions and assists in developing a strong political image for the Tribe.
6. Establishes and maintains working relationships with all local, state, regional, federal, Indian Organizations, and private agencies, and congressional delegations, and reports back to the Tribal Council on the results of such activities, in writing.
7. Keeps informed on major tribal problems and actively works to resolve these problems.
8. Keeps the Chairman advised on matters which may have an affect on the Tribal administration, Tribal Council, or Tribal members.
9. Lobbies and gives testimony on a local and national level.
10. Submits written reports on all meetings attended on a local level and a national level and shall be published to the General Tribal Council on a semi-annual basis.
11. The Vice-Chairman must be responsive to the tribal members and the reservation community and their needs and put their interest above any personal interest of the incumbent.

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12. Performs Liaison duties.
13. Performs other duties as assigned by the Oneida General Tribal Council.

ADDITIONAL RECOMMENDATIONS APPROVED BY GTC ON 7/30/90

1. All expenses incurred by the Oneida Business Committee should be allocated to individual members and a semi-annual report of these expenses shall be provided to the General Tribal Council. These expenses shall include travel expenses, education expenses, office expenses, etc., (expenses shall not exceed 50% of Business Committee Members' Salary).
2. Written reports on all meetings attended both on a local level and on a national level and shall be published to the General Tribal Council on a semi-annual basis.
3. Approval is requested on the attached position descriptions "Duties of Business Committee Members".