

POSITION DESCRIPTION
DUTIES OF TRIBAL SECRETARY

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 Secretary's actions are subject to review by the Oneida General Tribal Council.

REPRESENTATIVE DUTIES:

1. Tribal Secretary is the official record keeper for the Oneida Business Committee and General Tribal Council.
2. Prepares agendas for all Business Committee meetings and General Tribal Council meetings.
3. Prepares and handles all General Tribal Council and Business Committee Minutes and all official tribal correspondence.
4. Required to participate in all Regular, Special and General Tribal Council meetings.
5. Keeps accurate minutes of all business transactions at Business Committee and General Tribal Council meetings.
6. Maintains records of all business transacted in executive sessions.
7. Serves as a resource to the Business Committee and the Oneida General Tribal Council on items which require follow-up and provides information to the Business Committee on tribal administrative affairs.
8. The Secretary shall be responsible for the maintenance, accurateness and follow up of all official files and records and action of the Oneida Business Committee and the Oneida General Tribal Council.
9. Shall prepare all proposed resolutions and ordinances for the Business Committee as well as the General Tribal Council.
10. The Secretary is responsible for sending out all notices of the Oneida Business Committee and General Tribal Council meetings within a reasonable time frame.
11. If required by the Constitution and By-Laws or approved administrative procedures, the Secretary signs off on checks and/or other official tribal documents.
12. Lobbies and gives testimony on a Local and National level.
13. Shall safeguard all records, tapes of meetings.

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14. Shall provide Records Management with record of all Minutes within 24 hours after meetings.
15. Submits written reports on all meetings attended, both on the local level and the national level and shall be published to the General Tribal Council on a semi-annual basis.
16. Keep roll call by placing on record how each Business Committee member votes on all matters.
17. Keep Chairman informed of all required quorums.
18. The Secretary must be responsive to the tribal members and reservation community and their needs and put their interest above any personal interest of the incumbent.
19. Perform liaison duties.
20. The Secretary shall perform such 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".