

POSITION DESCRIPTION
DUTIES OF TRIBAL TREASURER

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

REPRESENTATIVE DUTIES:

1. Consults with the Tribal Controller and other administrative staff for the purpose of financial review of program operations, as well as tribal operations, to maintain and support administrative stability and financial integrity.
2. Works cooperatively with the Tribal Controller and Administrative staff in order to assure efficient and proper fiscal management practices, including receipting and accountability for funds received by the Oneida Tribe.
3. Maintains fiduciary responsibility for funds received by the Oneida Tribe.
4. Required to participate in all Regular, Special and General Tribal Council meetings.
5. Reviews requests for revision and modifications of approved Tribal program operating budgets, together with controller and administrative staff, Tribal Auditor and exercises approval and sign-off authority for submission to appropriate funding agencies.
6. In compliance with General Tribal Council directives, and after approval by Controller and Administrative staff, and Oneida Business Committee, the Treasurer signs all checks for whatever purposes together with proper documentation with authorized co-signer and also other financial documents when required to do so.
7. Furnishes semi-annual reports to the Oneida General Tribal Council or upon request, on the management of the financial affairs of the Tribe in a detailed and accurate manner. Including, but not limited to status of all program operating funds.
8. All Financial reports to General Tribal Council shall be presented in a clear and precise manner that identifies the Tribe's Income and expenses; program by program; enterprise by enterprise.
9. Shall serve as Chairman of the Finance and Appropriations Committee to review budgets and make modifications when necessary to such Tribal budgets and make recommendations to the Business Committee. Will review annual budget and make recommendations to the Business Committee, who will submit an annual budget to the Oneida General Tribal Council.

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10. Lobbies and gives testimony on a local and national level.
11. Assists in the preparation of the Business Committee semi-annual expense reports to the Oneida General Tribal Council.
12. Submits written reports on all meetings attended both on the local level and on a national level and shall be published to the General Tribal Council on a semi-annual basis.
13. The Treasurer 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.
14. Perform Liaison duties.
15. 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".