

POSITION DESCRIPTION
DUTIES OF TRIBAL 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 Chairman's actions are subject to review by the Oneida General Tribal Council.

REPRESENTATIVE DUTIES:

1. Presider at all Regular and Special meetings of the Oneida Business Committee and the Oneida General Tribal Council; voting only in case of a tie.
2. Serves as Chairman of the Oneida Business Committee meetings as as Chairman, he/she shall remain unbiased on all matters.
3. Serves as the ex-officio member of all tribal committees.
4. As the official agent of the Oneida Tribe, incumbent signs all contracts, agreements, leases, program proposals, budgets, budget modifications, resolutions, ordinances, and all policy letters to local, state, and federal agencies and other required documents, upon approval of the Oneida Business Committee and/or General Tribal Council.
5. Officially represents, with tact, the Oneida Tribe in meetings with all local, state, regional, federal, Indian Organizations, and private agencies, and establishes/maintains working relationships with these organizations, and reports back to the Oneida Business Committee on the results of such meetings, in writing.
6. Required to support and advocate tribal goals and objectives and act, at all times, in the best interest of the Tribe and in a manner in keeping with the high office of chairman.
7. Lobbies and gives testimony on a local and national level.
8. Keeps informed on major tribal problems and actively works to resolve these problems.
9. Chairman is required to be familiar with the Oneida Community organizations, tribal administrative functions, and state and national Indian concensus.
10. Chairman is required to participate at all Regular, Special, and General Tribal Council meetings.
11. Chairman is required to inform the General Tribal Council on all actions of General Tribal Council that have not been carried out within a reasonable time frame.

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12. Is responsible for the development of a strong political image for the Oneida Tribe.
13. Provides the leadership necessary to develop the Tribe to realize its maximum potential as a sovereign government, as a people.
14. Calls any special meetings of the Tribal Council or General Tribal Council and directs the Tribal Secretary to send out notices of all Regular and Special meetings.
15. Special meetings may be called at the initiative of the Chairman or when required to do so under the Constitution and By-Laws of the Oneida Tribe.
16. Acts for the Tribal Council in an emergency or disaster to protect the safety, health, welfare, and property of the Tribe and its members and reports on emergency actions taken at the next Regular or Special meeting of the Tribal Council.
17. Performs liaison duties.
18. The 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.
19. Represents the Tribe in public relations functions.
20. Performs other duties that may be 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".