



Position Title: Secretary of the Iowa Tribe of Kansas and Nebraska Executive Committee
Scheduled: Shall meet regularly as scheduled, with special sessions determined on an as-needed basis
Reports To: Executive Committee/General Council
Location: Iowa Tribe of Kansas and Nebraska, White Cloud KS
Position Type: Elected Official Exempt

Qualifications:

- Must be Elected by General Council

Job Overview

This position is under the supervision of the Iowa Tribe of Kansas and Nebraska (ITKN) General Tribal Council and shall be responsible for the duties of this office contained in the Constitution and By-Laws of ITKN under Article XI- Duties of Officers. As a member of the ITKN Executive Council the Secretary's actions are subject to review by the ITKN General Tribal Council.

The Secretary serves as a voting member of the Tribal Council, representing the interests and concerns of all tribal citizens. This position plays a key role in decision-making, policy development, and upholding the sovereignty, culture, and well-being of the Iowa Tribe of Kansas and Nebraska (ITKN). The Secretary works collaboratively with other council members, tribal leadership, and community members to ensure effective governance and representation.

- Knowledge of existing and pending tribal government matters, including Constitution and By-Laws, tribal codes, tribal ordinances, tribal policies and procedures resolutions and other tribal documents of the Iowa Tribe of Kansas and Nebraska.
- Possess knowledge and skills needed to develop and maintain an accurate file system for the Iowa Tribe of Kansas and Nebraska.
- Strong supervisory skills.
- Effective communication skills, both oral and written.

Key Responsibilities:

1. Attend and participate in Executive Committee meetings, special sessions, and community forums.

2. Required to participate in Regular, Special and General Tribal Council meetings.
3. Shall provide duties for administrative support in the management of a tribal government and operation of for the Iowa Tribe of Kansas and Nebraska.
4. Shall be responsible for developing and maintaining a file system of any/all records, documents, codes, ordinances, minutes, and resolutions of the Iowa Tribe of Kansas and Nebraska and shall maintain the confidentiality as set forth by the Iowa Tribe of Kansas and Nebraska.
5. Officially represents, with tact, the ITKN 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 Executive Committee on results of such meetings.
6. Shall maintain and perform all duties and requirements of Trust Status for the Iowa Tribe of Kansas and Nebraska.
7. Shall accept enrollment applications and respond to all requests for application.
8. Shall review incoming applications to assure the applications are complete with requires documentation.
9. Shall assist individuals in completing applications.
10. Shall conduct research according to ARTICLE II- Membership of the Constitution and By-Laws of the Iowa Tribe of Kansas and Nebraska for eligibility verification.
11. Shall prepare listing of enrollment applicants and verification and make presentation to the Executive Committee.
12. May make recommendations for changes or revisions concerning enrollment matters.
13. Responsible for updates to the Tribal Membership Roll by correcting address, name changes, and adding new members to the Roll.
14. Any other duties that may be assigned directed or required by the program.
15. Uphold and promote the Tribe's cultural values, traditions, and strategic goals.
16. Performs Liaison duties in addition to other duties as assigned by the ITKN General Tribal Council.
17. No salary or wages are paid; the elected official receives a stipend only