



Position Title: Chairman of the of the Iowa Tribe of Kansas and Nebraska
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 Chairmans actions are subject to review by the ITKN General Tribal Council.

- 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 systems for the Iowa Tribe of Kansas and Nebraska.
- Strong supervisory skills.
- Effective communication skills, both oral and written.

Key Responsibilities

1. Presider at all Regular and Special meetings of the ITKN Executive Committee and the ITKN General Tribal Council; voting only in case of a tie.
2. May serve as the ex-official member of all tribal committees.
3. As the official agent of the ITKN, Tribal Chairman 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, as approved by the ITKN and/or General Tribal Council.

4. 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.
5. Required to support and advocate tribal goals and objectives and act, at all times, in the best interests of the ITKN and in a manner in keeping with the high office of Chairman.
6. Lobbies and gives testimony on a local and nation level.
7. Keeps informed on major Tribal problems and actively works to resolve these problems.
8. Chairman is required to be familiar with ITKN organizations, tribal administrative functions, and state and national Indian consensus.
9. Chairman is required to participate at all Regular, Specialist and General Tribal Council meetings.
10. 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.
11. Is responsible for the development of a strong political image for the ITKN.
12. Provides the leadership necessary to develop the Tribe to realize its maximum potential as a sovereign government, as a people.
13. Calls any special meetings of the Executive Committee or General Tribal Council and directs the Tribal Secretary to send out notices of all Regular and Special meetings.
14. 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 ITKN Tribe.
15. Acts for the Executive Committee 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.
16. Performs liaison duties.
17. The Chairman must be responsive to the tribal members and the reservation community and their needs and put their interest above any personal interest.
18. Represents the Tribe in public relations functions.
19. Performs other duties that may be assigned by ITKN General Tribal Council.
20. Uphold and promote the Tribe's cultural values, traditions, and strategic goals.
21. Performs Liaison duties in addition to other duties as assigned by the ITKN General Tribal Council.
22. No salary or wages are paid; the elected official receives a stipend only