



**Position Title:** Vice Chairman 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 Vice Chairmans actions are subject to review by the ITKN General Tribal Council.

The Vice Chairman 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 Vice Chairman 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 systems 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. In the absence of the Chairman or when called upon to do so; Vice-Chairman shall preside over Regular and Special meetings of the Executive Committee or General Tribal Council.
4. When presiding, he/she has all the rights, privileges, duties and responsibilities of the Chairman.
5. Represents the Chairman at meetings, conferences, and functions of any kind when requested to do so by the Chairman and reporting back to the Executive Committee on such activities.
6. Keeps the Chairman advised on matters which may have an effect on the Tribal administration, Executive Committee, or Tribal members.
7. Represent the interests of tribal citizens by actively engaging with the community and addressing concerns.
8. Assist in the development, review, and implementation of tribal laws, policies, and resolutions.
9. Work collaboratively with other Executive Committee members to oversee tribal programs, services, and economic development initiatives.
10. Advocate for tribal sovereignty, rights, and resources at local, state, and federal levels as needed.
11. May serve as the ex-official member of all tribal committees.
12. Participate in committees, advisory boards, and special projects as assigned by the Executive Committee
13. Uphold and promote the Tribe's cultural values, traditions, and strategic goals.
14. Ensure ethical decision-making and maintain confidentiality regarding tribal matters.
15. Represents the Tribe in public relations functions.
16. Ability to work collaboratively with other tribal leaders, government officials, and community members.
17. Knowledge of the ITKN Constitution, tribal self-governance, laws, and policies.
18. Commitment to serving the best interests of the Tribe with integrity and accountability.
19. Keeps informed on major tribal problems and actively works to resolve these problems.
20. Lobbies and gives testimony on a local and national level.
21. Submits written reports on all meetings attended on a local level and a national level and shall be published to the General Tribal Council as required by the ITKN Constitution.
22. The Vice-Chairman must be responsive to the tribal members and the reservation community and their needs and put their interest above any personal interest.
23. Performs Liaison duties in addition to other duties as assigned by the ITKN General Tribal Council.
24. No salary or wages are paid; the elected official receives a stipend only