

MIN Tribal Secretary



Tribal Secretary Monacan Indian Nation

- Reports to:** Tribal Chief, Tribal Assistant Chief, and Tribal Council members, as appropriate.
- Preamble:** The Secretary provides administrative and clerical support to the Tribal Chief, Tribal Assistant Chief, and Council members, through the timely and accurate collection and sharing of information directly related to its activities. The Secretary ensures that the Council is well informed and that its activities are well documented for the use of Tribal Council members, the Governance Committee and relevant government bodies.
- Authority:** The Tribal Secretary provides planning and implementation services to the Tribal Council. The Tribal Secretary acts on the Tribal Council's behalf in accordance only with Tribal Council motions and policy guidelines and only as requested and in accordance with Tribal Council resolutions with respect to representation of the Monacan Indian Nation.
- Part-time:** This is part-time position of approximately 10-15 hours per week. Term of office is four (4) years and can be re-elected.

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Duties Specific to the Tribal Secretary

The Secretary duties/responsibilities are as following:

- Keeps copies of the organization's bylaws and the Tribal Council's policy and procedures and statements.
- Keeps lists of officers, Tribal Council Members, and committees.
- Notifies Tribal Council Members of meetings.
- Keeps record of Tribal Council attendance.
- Makes sure that there is a quorum at Tribal Council meetings.
- Keeps accurate minutes of meetings.
- Records all motions and decisions of meetings.
- Signs Tribal Council Minutes to attest to their accuracy. Records all corrections to minutes.
- Keeps copies of minutes of Tribal Council meetings.
- Distributes copies of Tribal Council Minutes and actions to Tribal Council Members promptly after meetings. Submits copies of minutes of open Tribal Council meetings to the Administrative Assistant for posting on the secure website.
- Conducts general Tribal Council correspondence.
- Keeps records of all Tribal Council correspondence.
- Orients the new Secretary as needed.
- Makes sure members are notified of all Tribal Council meetings.
- In the absence of the Tribal Chief and Assistant Chief, chairs Tribal Council meetings until the election of an alternate Chairperson.
- Tribal Secretary must adhere to both social media agreement and confidentiality agreement.

Experience: Minimum of two years experience in administration in a paid or volunteer setting. Strong organizational skills, time and ability to meet deadlines and produce notes and Minutes in a timely manner for distribution and action by the Tribal Council. Excellent notetaking, transcription, and computer literacy skills.

Knowledge: An understanding of the effective functioning of a federally recognized tribe.

Personal: Sensitivity to group dynamics and familiarity with structure and process of Tribal Council and/or committee meetings. Decisive, innovative, and flexible with the ability to compromise and strongly service oriented.

APPLICATION PROCESS:

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Interested applicants must complete the Tribal Secretary Application located at the Monacan Indian Nation website at:

www.monacannation.com

and submit it, along with a current resume and covering letter to:

Tribal Council

Email: pamelaj.monacanasstchief@gmail.com