



Onaidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

Oneida Tribe of Indians of Wisconsin



UGWA DEMOLUN YATENE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the Colony of Pennsylvania, a new nation, the United States was made possible.

Phone: 869-2771



Oneida, WI 54155

POSITION DESCRIPTION

TITLE: TRIBAL SECRETARY

The Tribal Secretary, under the general supervision of the Tribal Council, shall be responsible for the duties of that office as contained in the Constitution and By-Laws of the Oneida Tribe. He is also a member of the Business Committee and his actions are subject to review by the General Tribal Council.

REPRESENTATIVE DUTIES:

1. The incumbent of this position is the official record keeper of the Tribe.
2. Prepares the agenda for all Business Committee and General Tribal Council meetings.
3. Records all business transacted at Business Committee and General Tribal Council Meetings.
4. Prepares and handles all Tribal Council's, and Business Committee minutes and handles all official Tribal correspondence.
5. Serves as a resource to Business Committee on items which need follow-up and provides information to the Business Committee on Tribal administrative affairs.
6. The Secretary shall be responsible for the maintenance of all official files of the Tribal Council.
7. Shall prepare all proposed resolutions and ordinances for the Tribal Council as well as General Tribal Council.

8. The Secretary is responsible for sending out all notices of Tribal Council meetings and General Tribal Council meetings.
9. If required by the Constitution and By-Laws or approved administrative procedures, the Secretary signs off on checks and/or other official Tribal documents.
10. The Secretary performs such other duties as may be assigned.