



Employee Job Description		
Position Title: Board Member		
Position ID #		
Facility: Various		
Job Family: Economic Development Corporation	Comp Grade: Unpaid	Status: Part Time

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

The EDC for the St. Croix Chippewa Indians of Wisconsin “the Tribe” is seeking one (1) individual to serve as a Board Member. A complete application requires a letter of interest in the future of Economic Development within the Tribal Communities. *Resume is not required, but applications without a resume should list qualifications within letter of interest.*

Primary Duties:

- **Fiduciary Responsibility**
 - Board members have a responsibility to care for the independent finances and legal requirements of the EDC;
 - Board members must act in good faith;
 - Board members must put the interests of the Tribe over personal interests.
- **Support of the Mission**
 - Board members are responsible to follow through on the mission of the EDC by ensuring all actions are related to and adhere to the mission;
 - The mission of the EDC is “to promote economic development and engage in any type of lawful business, enterprise, or venture, within or without the St. Croix Reservation, for the benefit of the Tribe and its members; to help establish and support Tribal entities for the purpose of furthering the economic stability of the Tribe and its members; to create job opportunities for members of the Tribe; and to work with the Tribal Council and Tribal Departments to expand job opportunities related to the development and operation of economic enterprises on or near the St. Croix Reservation which utilize the talents of the members and provide economic stability”.

- **Oversight**
 - Board members participate in day-to-day decision making, set overall policy based on the mission of the EDC, and exercise oversight function.

Minimum Qualifications:

- Knowledge of Economic Development;
- Leadership and Management experience, preferred in business or government;
- Ability to build and develop relationships with others who can help within the industry;
- Desire to learn and understand the specifics of business operations and management;
- Interest in the business and its continued well-being;
- Commit time and energy to board duties;
- Read and interpret Financial Statements in order to provide responsible, financial oversight;
- Spend time preparing for and attending board meetings and/or audits;
- Ability to understand tribal law, policy, and sovereignty as it relates to tribal economic development;
- Understand policy and legal issues;
- Ability to act ethically and responsibly;
- Sign a conflict of interest/confidentiality statement;
- Submit a letter of interest, including relevant qualifications and experience.

Board Meetings:

- Board Members must be able to attend weekly meetings;
- This is an unpaid position.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: St. Croix Tribal Council

Matrix of INDIRECT Reporting: N/A

Scope and Complexity: Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Requires extensive sitting with periodic standing and walking;
- May be required to lift up to 50 pounds;
- Requires significant use of personal computer, phone, and general office equipment;
- Needs adequate visual acuity, ability to grasp and handle objects;
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone;
- May require off-site travel.

Interested Persons Should Submit a Letter of Interest with Qualifications

Tribal preference will be given to qualified applicants in accordance with the St. Croix Chippewa Indians of Wisconsin EDC Board of Directors requirements.

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.