



Board/Commission Job Description		
Position Title: Housing Board of Commissioners Member		
Facility: St. Croix Housing Authority/Tribal Government		
Job Family: SCCHA	Comp Grade:	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.

Position Summary: The Housing Board of Commissioners serves in an advisory capacity to the Tribal Council and the Housing Authority Executive Director. The Board assists in identifying housing needs within the St. Croix community, reviewing housing programs and policies, and providing recommendations that support the planning, development, and delivery of housing services.

The St. Croix Tribal Council is currently seeking applicants to fill two vacancies on the Housing Board of Commissioners representing the following communities:

- **Sand Lake – 1 position**
- **Maple Plain – 1 position**

Board members represent the housing needs and concerns of Tribal members within their communities and provide guidance related to housing programs and strategic planning. The Housing Board of Commissioners operates strictly in an advisory capacity and does not supervise Housing Authority staff or direct administrative operations.

Essential Functions: Members of the Housing Board of Commissioners provide advice and recommendations to the Tribal Council and Housing Authority Executive Director regarding housing services, housing projects, and community housing needs. Members assist in identifying housing concerns, reviewing housing policies, and participating in planning efforts related to Tribal housing programs. Board members are expected to review materials provided for meetings, participate in discussions, and contribute thoughtful input regarding housing services and program planning.

Housing Board of Commissioners Member Job Duties:

- Advise the Tribal Council and Housing Authority Executive Director on housing projects and housing service needs of Tribal members.
- Identify and communicate housing needs and concerns of Tribal members within their respective communities.
- Assist in the creation, review, and recommendation of policies governing the activities of the Housing Authority.

- Provide input and recommendations regarding the development of a Housing Strategic Plan.
- Review and provide feedback on the Indian Housing Plan (IHP) prior to submission to Tribal Council.
- Review and provide information on the Annual Performance Report (APR) prior to submission to Tribal Council.
- Provide advice on housing-related matters as requested by the Tribal Council or Housing Authority Executive Director.
- Attend and participate in regular monthly meetings and special meetings as called by the Board Chairperson.
- Represent the interests and housing concerns of Tribal members in a professional and respectful manner.
- Maintain confidentiality of sensitive information discussed in meetings.
- Perform other advisory duties as requested by Tribal Council consistent with the role of the Board.

Note: The essential functions are intended to describe the general contents and requirements of this position and are not intended to be an exhaustive statement of duties.

Authority Limitations: The Housing Board of Commissioners serves strictly in an advisory role. Board members do not supervise Housing Authority employees, direct staff operations, or require the Tribal Council or Executive Director to take a particular course of action. Recommendations made by the Board are provided to support Tribal leadership in decision-making regarding housing programs and services.

Type of Supervisory Responsibilities: None.

Supervisory Responsibilities: N/A

Directly Reporting to: St. Croix Tribal Council

Matrix of INDIRECT Reporting: Housing Authority Executive Director

Scope and Complexity: The Housing Board of Commissioners interacts with Tribal Council, the Housing Authority Executive Director, and community members to help identify housing needs and provide recommendations regarding housing programs and services. Members must maintain professionalism, confidentiality, and respect for the governance structure of the Tribe while providing input on housing matters affecting the community.

Term of Appointment: Members are appointed by the St. Croix Tribal Council and serve a two (2) year term. Terms begin October 1 and expire September 30. Members may be reappointed by Tribal Council. In the event of a vacancy, Tribal Council may appoint a replacement to serve the remainder of the unexpired term.

Meeting Schedule: Regular meetings of the Housing Board of Commissioners are held monthly on the 2nd Wednesday of each month. Special meetings may be called by the Chairperson or by request of two Commissioners. Board members are expected to attend meetings regularly and actively participate in discussions and review of housing program materials.

Physical Demands / Environment Factors (Typical office and meeting environment):

- Requires sitting for extended periods during board meetings.
- Requires the ability to review written materials and reports.
- Requires effective verbal and written communication.
- May require occasional travel for meetings, training, or housing program activities.

Minimum Qualifications:

- Must be an enrolled member of the St. Croix Chippewa Indians of Wisconsin.
- Must represent the community seat for which they are applying (Sand Lake or Maple Plain).
- Must be able to attend regular monthly meetings and participate in board activities.
- Must demonstrate the ability to communicate effectively and work collaboratively with Tribal leadership and community members.
- Must maintain confidentiality regarding sensitive information discussed during meetings.
- Must not be a current Tribal Council member.
- Must not be an employee of the St. Croix Housing Authority.

Preferred Qualifications:

- Knowledge of Tribal housing programs or community housing needs.
- Experience serving on Tribal boards, committees, or community organizations.
- Interest in housing development, community planning, or Tribal governance.

How to Apply:

Interested Tribal members who wish to be considered for appointment to the Housing Board of Commissioners should submit a Board Member/Committee specific application (see attached) indicating the community seat they are applying to represent. Applications or inquiries may be directed to Human Resources:

Shelly LeMieux
St. Croix Tribal Government Center
4264 Admin Road
Webster, WI 54893
Phone: (715) 349-2195 Ext. 5196
Email: hr@stcroixojibwe-nsn.gov

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments.
Please note that appointment to this position is contingent upon Tribal Council approval and the candidate meeting all necessary criteria determined by the Department and Human Resources.*



St. Croix Chippewa Indians of Wisconsin

Application for Board Member/Committee Specific Employment

Please complete all sections of this form. Information submitted as part of this application will be reviewed by the specific members of the board or committee for which you are applying for.

Board Member/Committee Applied For <i>(separate application required for each):</i>	Date of Application:

Last Name	First Name	Middle Name
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Address	City	State	Zip Code
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Contact Number(s)	Email Address
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St. Croix Chippewa Enterprises does extend preference in hiring to enrolled St. Croix Tribal Members & all other Tribal Members. Are you a Native American? Yes No

If yes, enrolled with which tribe? Tribal ID Number:

1. Are you currently employed within the St. Croix tribe? Yes No
 - a. If yes, please specify: _____
2. Are you in good standing in your employment within the St. Croix Tribe? N/A Yes No
 - a. If no, please explain: _____
3. Are you currently serving on a St. Croix board or committee? Yes No
 - a. If yes, please specify: _____
4. Please explain experience serving on a board/committee: _____

5. What is your current involvement with the specific board/committee you have interest in? _____

6. Please list the skills that you would bring to the board/committee: _____

7. Are you related to any members currently serving on the board/committee you have interest in? Yes No
 - a. If yes, please specify: _____

<i>Signature of Applicant</i>	<i>Date Signed</i>
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