



Employee Job Description	
Position Title: Enrollment Committee Member	
Position ID #	
Facility: Government Center	
Job Family: Enrollment Department Comp Grade: \$100 each meeting Status: FT/PT	

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 purpose of the committee is to facilitate the provision of enrollment to tribal members and their families in a fair manner and to ensure that responsibilities of the enrollment staff are carried out in the most efficient manner possible.

The St. Croix Tribal Council is currently seeking applicants to fill three vacancies on the Enrollment Committee representing the following communities:

- Maple Plain
- Round Lake
- Danbury

Ethics:

The commissioners shall carry out their duties adhering to the following ethical standards:

1. Members shall represent their respective communities in discussion but shall represent the interest of the Tribe, not an individual family or family members in the ultimate decision-making.
2. Members shall bring about changes through legal and ethical procedures.
3. Members shall make decisions as a whole and make no personal promise or take private action that may compromise the commissioners, the Council or the Tribe.
4. Members shall make policy decisions only after full discussion of all available facts.
5. Members shall hold privileged information confidential except as specified below.
6. Members shall attend all regularly scheduled meetings insofar as possible and become informed concerning the issues to be considered at those meetings.
7. Members shall work with the Enrollment Director and Council to ensure efficient and fair administration of enrollment.
8. Members shall refrain from using their position for personal or partisan gain.
9. Members shall demonstrate honesty, integrity, courtesy and respect at all times.

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:

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Physical Demands/Environment Factors: OE-Typical Office Environment: (Accountant, Administrative Assistant, Consultant, And Program Manager) – Examples listed below:

- Requires extensive sitting with periodic standing and walking.
- 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.

Minimum Qualifications:

- Knowledge of the enrollment ordinance.
- Knowledge of family history of St. Croix Tribe.
- Desire to learn more about enrollment. (base roll, blood quantum, etc.)
- Commit time to attend the quarterly enrollment meetings.
- Submit a letter of interest

Meetings: Committee members must be able to attend the monthly enrollment meetings. There is a \$100 flat rate for attending each meeting.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

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.