

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
Toll Free: 1-877-279-9097
Phone: 1(530)335-5421 ext. 1210
Fax: 1(530)335-3140

Ajumawi • Aporige • Astarawi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez
Tribal Chairperson

Russell Eleck
Tribal Vice Chairman

Tracy Eleck
Tribal Secretary

Brandy McDaniels
Tribal Treasurer

Gary Wilson Jr.
Sergeant-At-Arms

Position Description

Title: KWAHN Corporation Board Member

Department: KWAHN Corporation

Reports To: Tribal Council

Pay:

Roles and Responsibilities of KWAHN Corporation Board Members:

Board Members provide independent and objective oversight to the KWAHN Corporation. Board Members are responsible for providing oversight in setting the goals, objectives, and strategic direction for the KWAHN Corporation. Collectively, members of the Board oversee the direction and performance of the KWAHN Corporation and are accountable to the Pit River Tribal Council.

Job Responsibilities:

- Follow the KWAHN Corporation's bylaws, policies, and board resolutions
- Oversees the development of the KWAHN Corporation's strategic framework (vision, mission, objectives, strategies) and ensures that the financial and operational plans of KWAHN Corporation are guided by the strategic framework.
- Prepares for and attends all Board and committee meetings in order to participate knowledgeably and meaningfully in all deliberations of the Board and at meetings with management staff, Tribal Members and the public.
- Contributes to and makes assessments of KWAHN Corporation's performance through an assessment of prepared reports, analysis, options, and plans. Determines if further consultation is required.
- Makes decisions based on an independent assessment that considers the protection of the KWAHN Corporation, sound business practices, and compliance with laws and regulations.
- Assists with the planning and achievement of the financial goals of the KWAHN Corporation.
- Keeps current on trends in economic development and proposes strategies to solve problems or seize opportunities.
- Participates positively in discussions and strives to reach decisions of the Board by constructive discussion and consensus.

As an individual Member of the Board:

- Acts in keeping with a Board Member's fiduciary duties of loyalty and duty of care to fulfill the KWAHN Corporation's objectives.
- Acts with integrity and honesty in a non-bias manner. Actions are guided by the best interests of the KWAHN Corporation and the Tribe.
- Brings personal knowledge and experience in a positive manner to all discussions of the Board.
- Works constructively with other Board members and builds positive relationships with management and Tribal Members.

- Reviews and approves, all reports and documents submitted to the KWAHN Board.
- Directs policy development whereby, and to ensure that, KWAHN Corporation uses funds with integrity and honesty, and in KWAHN Corporation's best interest.
- Ensures that performance measures and targets for KWAHN Corporation are established and monitored, and that they are both realistic and challenging.
- When necessary, directs corrective action be taken by management, arranges for audits as needed, and cooperates with any periodic reviews directed by Tribal Council.
- Participates in the annual review of the Executive Director.
- Stays informed of issues relevant to the KWAHN Corporation.
- Acts with integrity and honesty. Actions are guided by the strategic direction of the Tribal Council and the best interests of the KWAHN Corporation.
- Complies with the rules outlined in the KWAHN Corporation's policy on conflict of interest.
- Discloses to the Chair any possible instances where the duties, role or interests may be in conflict with personal interests, and refrains from discussion and decision-making in such cases.
- Is accountable for and supports decisions that are made by the Board as a whole.
- Maintains confidentiality about all internal matters of the KWAHN Corporation.

Board Member Requirements:

Indian Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide Board Members with the Tribe's expectations. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the Board Member position.