



# THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112

**POSITION:** Constitutional Amendment Board Member

**REPORTS TO:** Tribal Council

**DATE APPROVED:** 8/1/2018

**OPEN:** 8/1/2018

**CLOSED:** 8/31/2018

## **POSITION SUMMARY**

The position is an appointed position by the Tribal Council. The Constitutional Amendment Board Member (Board Member) will be required to meet at least one to two times a month and more if necessary. Compensation is dependent on funding and will be set by the Tribal Council in accordance with the available budget, but compensation is not guaranteed. Board Members will be working primarily in the Tribes service areas but are not limited to out of area work. The Board will be comprised of five members, each member to represent the respective Bands of the Paiute Indian Tribe of Utah. Board Members must attend monthly meetings designated by the Board. Attend the PITU annual meeting. Attend community outreach meetings. Special meetings may be called as determined by the board.

Board Members will report directly to the Tribal Council. Each representative on the Board will be carefully selected by the Tribal Council to ensure the revised Paiute Indian Tribe of Utah Constitution is crafted to mirror the importance of the Paiute language, culture, and way of life embraced by the Paiute Indian Tribe of Utah membership, while also realistically addressing the current and evolving needs of the Tribe. The Board will be working over the next year and is responsible for formally recommending a revised Tribal Constitution for approval to appear on the Election Referendum ballot. The work of this Board is not to advocate for an outcome, but to gather all information pertaining to specific areas, and decide as to the best option to include in the revised constitution.

**ESSENTIAL FUNCTIONS** include, but are not limited to, the following:

1. Work collaboratively as a Board, work with staff and personnel, and the Tribal Council.
2. Assist in the amendment of the PITU tribal Constitution.
3. Manage and oversee the direction of the process to amend the tribal constitution.
4. Develop internal board operating procedures.
5. Select and/or remove all subcontracts or firms to assist in the work.
6. Qualify any firm or business to assist in the work.
7. Call regular or special meetings the members and designate time and place to hold meetings.
8. Cannot borrow money and incur indebtedness without consent of the Tribal Council.
9. Enter into, make, and perform contracts and agreements that are necessary and appropriate in the ordinary course of business to amend the constitution with the approval of Tribal Council.
10. Develop and maintain an annual budget to accomplish the tasks and purpose of the board.
11. Prepare and present monthly reports to the Tribal Council.

## **GENERAL REQUIREMENTS**

- Must be an enrolled member of one of the following bands of the Paiute Indian Tribe of Utah: Koosharem, Kanosh, Cedar, Indian Peaks or Shivwits
- Must pass a criminal background check.
- Must have a valid driver's license.

- Must be 21 years of age

## **REQUIRED QUALIFICATIONS**

### *Education and Experience:*

- Secondary Education. Proof of educational requirement must be submitted with University/College Transcripts, Diploma or Certification

### *Necessary Knowledge, Skills and Abilities:*

- Must have knowledge about the Paiute Indian Tribe of Utah and its Constitution.
- Must have some education in the area of Political Science, General Education, Tribal Administration, Governance, History, Juris Doctor,
- Must have some knowledge of CFR's
- Must have good organizational skills and be able to maintain accurate records.
- Must have good communication skills.
- Must be able to perform tasks and take direction from the tribal Council.
- Must be able to maintain confidentiality.
- Must be able to be multi-task oriented.