

UNITED SOUTHEASTERN TRIBES, INC. ADMINISTRATIVE PLAN OF OPERATION
AND EXECUTIVE DIRECTOR'S JOB DESCRIPTION.

UNITED SOUTHEASTERN TRIBES, INC.

RESOLUTION NO. USET ¹¹⁻12-70

WHEREAS, the United Southeastern Tribes, Inc. have outgrown their present administrative operative procedures, and

WHEREAS, the growth of the United Southeastern Tribes, Inc activities and responsibilities have increased to the point of full-time demands for effective operations, and

WHEREAS, the United Southeastern Board of Directors are engaged full-time in individual tribal responsibilities, now therefore be it

RESOLVED that the United Southeastern Tribes, Inc. does hereby adopt the attached Administrative Plan of Operation, and the attached Job Description for an Executive Director for the United Southeastern Tribes, Inc.

CERTIFICATION

This is to certify that, at the regular quarterly meeting of the Board of Directors of the United Southeastern Tribes, Inc., properly convened and held at the Mississippi Band of Choctaws' Pearl River Reservation, on the sixth day of November, 1970, the above Resolution was duly adopted.

Joe Dan Osceola
Chairman

Johnson Catolster
Secretary

ADMINISTRATIVE PLAN OF OPERATION

1. PURPOSE

The purpose of this plan is to establish administrative guidelines and responsibilities to facilitate the Executive Office of the United Southeastern Tribes, Inc.

2. GOVERNING BODY

The governing body shall be the twelve Directors of the Corporation. Their responsibilities shall be those described under Section 3, "Powers and Duties", of the Bylaws of USET. All business shall be conducted in accordance with the Articles of Incorporation and its Bylaws. The Board of Directors of the United Southeastern Tribes, Inc. is autonomous, bound only by its legal responsibilities under its charter and Bylaws and its contractual obligations to its Grantors. First and fundamentally, the USET Board of Directors is a policy-making body, as distinguished from implementation and execution. This means that while it must observe, question, and evaluate the operational function of USET, it should refrain, insofar as possible, from direct participation in those functions.

In its policy making role, the Board is responsible for:

1. Identifying the needs of the members of USET,
2. Establishing the long and short range goals of USET,
3. Formulating strategic plans for USET action,

4. Approving overall program plans and priorities,
5. Determining major personnel, fiscal, and program policies,
6. Approving proposals for financial assistance, and
7. Assuring compliance with the conditions of financial assistance.

The Board of Directors shall select an Executive Director and other program directors and develop specific job descriptions defining their duties and responsibilities. It shall also determine the location of their administrative office and develop uniform personnel and financial management policies. The Executive Director and other program directors shall be given flexibility in hiring their personnel needed to carry out the objectives of the program and as authorized by the approved grant or program.

3. PERSONNEL POLICY

Personnel policy should include but not be limited to the following: hours of duty, leave - annual, sick, compensatory, military, civil and leave without pay, holidays, policies governing compensation, personnel recruitment and selection, salaries and wages, conduct, training and career development, resignation and separation, grievances, political activity, prohibition against acceptance of gifts and gratuities, rules governing conflict of interest and Nepotism, required documents, and records and maintenance of personnel records.

4. FINANCIAL POLICY

The financial policy should include but not be limited to the following: established adequate accounting procedures in accordance with acceptable financial accounting procedures, develop internal controls, maintain records and reports, define specific duties and responsibilities of personnel involved in expanding the program funds, to establish sound rules and policies concerning travel and per diem, to develop purchasing policy and responsibility, and maintenance of equipment and records, bonds, title of property, etc., to provide for periodic audit of funds in order to insure the Board of Directors and Grantors that funds are being expended in accordance with program plans and objectives.