

Pawnee Nation of Oklahoma

Pawnee Nation Indian Exposition Director

Standard Operating Procedure



Committee Approved 06-19-2023

PAWNEE NATION PRINCESS COMMITTEE
PAWNEE NATION INDIAN EXPOSITION DIRECTOR
STANDARD OPERATING PROCEDURE (SOP)

Section 1. Purpose:

The Pawnee Nation Princess Committee (Committee) sees a need for the Pawnee Nation Princess to participate in the Indian Exposition held each year for the past 80+ years. The Committee will make recommendation for participation and appointment of the position of Pawnee Nation Director, Indian Exposition. This SOP will outline the position duties and expectations of the position.

Section 2. Eligibility:

To fill the role of the director position, the director will be (1) an enrolled member of the Pawnee Nation who are (2) in good standing and able to (3) pass a background check to serve in the capacity of Pawnee Nation Director. It is recommended that the director have (4) served in the capacity as Princess to be considered. Each newly appointed director will be ex-officio of the Princess Committee during the term served.

Section 3. Expectation

The expectations of the Director position will be the following but are not limited to just the standards listed. The Director will coordinate fundraisers to support the Director position's travel, lodging and other funds necessary for the activities associated with American Indian Exposition. The Director will provide the Princess Committee with a detailed budget for each year at the end of September.

The Director position will sign a memorandum of agreement as an appointed position of the Committee and will be subject to follow the Pawnee Nation Rakuraracihtisu (Declaration of Respect).

Section 4. Term

An appointed director will serve a term of four (4) years.

Section 5. Selection and Appointment:

Selection Process:

The Pawnee Nation Princess Committee will advertise and solicit interest to fill the position based on the eligibility requirements. Based upon the Committee recommendation, a letter of support will be sent by the Pawnee Business

Council President on official letterhead to the Expo Committee of the appointment.

Section 6. Director Duties:

Director shall:

- Attend meetings that are held in coordination with the Expo Committee
- Will work with the Princess Committee to coordinate fundraisers, activities and events for Expo

Section 7. Removal, Resignation:

Removal – A director can be removed by one of the following:

- Non-Attendance of meetings
- Violation of the PN Rakuraracihtisu (Declaration of Respect)
- Non-Compliance with director expectations

For the removal of a director, it will require a letter of recommended removal from the Princess Committee and majority vote.

Resignation – At any time that a director cannot fulfill the duty(ies) of the position, the director may send a letter of resignation to the Chairperson of the Princess Committee. The Chairperson will notify the Committee and the Pawnee Business Council of the resignation and will follow the procedure to fill the position.

Section 8. Fundraising, Budget

Fundraising: The director will coordinate fundraisers throughout the year. These funds will be separate from the Committee funds for the purpose of expo activities, lodging, etc. Fundraising events will be coordinated with the Princess Committee and Pawnee Nation Princess.

Budget: Funding will be designated for the following budgeted line items:

- Mileage to meetings
- Lodging for Director and Princess
- Supplies for events or activities (Parade, Princess Gifts, etc.)