

OCTOBER 2014 CROW TRIBAL LEGISLATURE

LR No. 14-15

Introduced by the Crow Tribal Legislature

A Legislative Resolution Titled:

A RESOLUTION OF THE CROW TRIBAL LEGISLATURE TO CREATE THE POSITION OF PUBLIC RELATIONS OFFICER

Legislative Findings:

WHEREAS, the Crow Tribal Legislature (hereinafter “Legislature”) has the power and duty under Article V, Section 2 of the Crow Tribal Constitution to promulgate and adopt resolutions in accordance with the Tribal Constitution and federal laws for the governance of the Crow Tribe; and

WHEREAS, the Legislature requires technical and professional support in the exercise of its constitutional duties and authorities, including communication and outreach with other governments, media, outside organizations, entities and the tribal public; and

WHEREAS, there is a need for the Legislature to create a public relations liaison for the purpose of preparing and disseminating information on behalf of the Branch and to process requests for tribal legislation and legislative resolutions, both enacted and proposed, and to publish newsletters and press releases for the Branch; and

WHEREAS, the Legislature has determined that it is necessary and proper to create the position of Public Relations Officer as a full-time staff position in order to enhance public understanding of the functions and activities of the Branch.

NOW, THEREFORE, BE IT RESOLVED BY THE CROW TRIBAL LEGISLATURE IN REGULAR SESSION:

Section 1. The position of Legislative Branch Public Relations Officer is hereby established as a full-time, permanent staff member. The duties and qualifications of the Public Relations Officer shall be as provided in the attached Position Description, and the Legislative Branch Personnel Practices and Policy Manual, as updated and amended, shall fully govern the position.

Section 2. The Branch Officers are authorized to hire an individual to fill the position of Public Relations Officer as soon as practical. The Speaker of the House shall be authorized to make any such budget modification as may be required to implement this Resolution, in consultation with the Finance Officer.

Section 3. This Resolution shall take effect immediately upon becoming duly adopted by the Legislature.

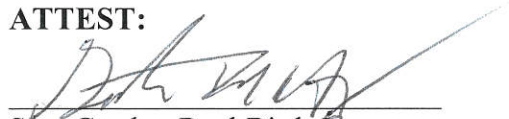
CERTIFICATION

I hereby certify that this Legislative Resolution titled **A RESOLUTION OF THE CROW TRIBAL LEGISLATURE TO CREATE THE POSITION OF PUBLIC RELATIONS OFFICER** was duly adopted by the Crow Tribal Legislature with a vote of 13 in favor, 0 opposed, and 0 abstained and that a quorum was present on the 16th day of October 2014.



Sen. R. Knute Old Crow, Sr.
Speaker of the House
Crow Tribal Legislature

ATTEST:



Sen. Gordon Real Bird, Jr.
Secretary
Crow Tribal Legislature



**A Legislative Resolution Titled: A RESOLUTION OF THE CROW TRIBAL LEGISLATURE
TO CREATE THE POSITION OF PUBLIC RELATIONS OFFICER.**

Bill or Resolution: LR14-15 **Introduced by:** Crow Tribal Legislature **Date of Vote:** 10/16/2014
Number

<u>Representative:</u>	Yes	No	Abstained
G. Three Irons	<u> </u>	<u> </u>	<u> </u>
B. Rogers	<u> X </u>	<u> </u>	<u> </u>
C. J. Stewart	<u> </u>	<u> </u>	<u> </u>
P. Hill	<u> X </u>	<u> </u>	<u> </u>
E. Birdinground	<u> X </u>	<u> </u>	<u> </u>
A.Coyote-Runs, Sr.	<u> X </u>	<u> </u>	<u> </u>
V. Nomee	<u> X </u>	<u> </u>	<u> </u>
T. Gros Ventre	<u> X </u>	<u> </u>	<u> </u>
P. Alden, Jr.	<u> X </u>	<u> </u>	<u> </u>
V. Crooked Arm	<u> X </u>	<u> </u>	<u> </u>
P. Spotted Horse, Sr.	<u> X </u>	<u> </u>	<u> </u>
L. DeCrane	<u> </u>	<u> </u>	<u> </u>
C. Goes Ahead	<u> X </u>	<u> </u>	<u> </u>
B. Hugs	<u> </u>	<u> </u>	<u> </u>
B. Good Luck	<u> X </u>	<u> </u>	<u> </u>
G. Stewart	<u> </u>	<u> </u>	<u> </u>
G. Real Bird, Jr. <i>Secretary of the House</i>	<u> X </u>	<u> </u>	<u> </u>
R. Old Crow, Sr. <i>Speaker of the House</i>	<u> X </u>	<u> </u>	<u> </u>
Totals:	<u> 13 </u>	<u> 0 </u>	<u> 0 </u>


Result of Vote:

Passed

Not Passed

Tabled

Veto-Override


 Senator R. Knute Old Crow, Sr.
 Speaker of the House

10/17/14
Date


 Senator Gordon Real Bird, Jr.
 Secretary of the House

10/17/14
Date

Crow Tribal Legislative Branch of Government Staff Position Description

Title: Public Relations Officer

I. Statement of Purpose:

The Public Relations Officer shall provide services and support to the Legislature and tribal public in accordance with this Position Description and Legislative Branch policy, governed by the following principles:

- Fundamental fairness
- Professional conduct
- Respect
- Impartiality
- Loyalty
- High standards of Ethical Conduct, including but not limited to maintaining confidentiality of all internal operational matters inherent to, in and before the Legislation Branch such that the functions and duties of the Legislative Branch are met as defined in the Constitution of the Crow Tribe of Indians wherein Article V is incorporated by reference, attached and made in integral part herein.

II. Job Summary:

The Public Relations Officer shall serve as a government-to-government and public liaison. The Public Relations Officer shall work to raise the visibility of the Legislature, increase awareness of the Branch and issues of law and policy concerning the Crow Tribe which are being addressed by the Branch, and shall coordinate and communicate concerning activities and events of the Legislature. The Public Relations Officer shall receive and disseminate to the Branch any outside information on events of importance to the Crow Tribe, and shall manage release of media releases to the public.

III. Key Responsibilities:

The Public Relations Officer shall fulfill each of the following responsibilities:

- Scripting, editing and arranging production of:
 - Quarterly Newsletters
 - Press Releases
 - Information Packets and Pamphlets (not including Legislative Session Packets)

- Attending events and meetings to gather information for in-house records and public distribution, where appropriate
- Editing and formatting pictures for media use
- Assisting in the preparation of documents, visual aids and public presentations, teleconference, and Skype conferences
- Supervision of production of visual and audio material and content for the official Branch website
- Coordinate public appearances for Senators
- Organize promotional events such as
 - Press conferences
 - Open house
 - Tours and visits
- Supervising and coordinating the release of
 - Publications
 - Information for website
 - Information for social media and public media outreach
- Coordinate with Legal Office in publishing Official Branch Press Releases
- Coordinate responses to media and public inquiries for information
- Develop and implement a formal public relations plan

IV. **Minimum Job Requirements**

A high school diploma or General Equivalency Diploma, along with three years of experience directly related to the Key Responsibilities and those specified in the Minimum Skills, Knowledge and Abilities. Specialized training or extensive work experience may be substituted.

V. **Minimum Skills, Knowledge and Abilities**

- Effective written and oral communication skills
- Word processing skills
- Knowledge of computer and software
- Familiarity with legislative process and procedures
- Ability to research and analyze relevant constituent issues and to track legislation
- Ability to perform multiple tasks accurately and efficiently under time constraints
- Ability to work both independently and cooperatively
- Ability to exercise professional judgment and maintain confidentiality

VI. **Evaluation Procedures**

Performance of this position will be evaluated in accordance with provisions of the Legislative Branch Personnel Policy and Procedures Manual or other applicable Branch policy.