

JULY 2002 CROW TRIBAL LEGISLATURE

BILL NO CLB 0227

BY REQUEST OF THE EXECUTIVE BRANCH OF THE CROW TRIBE

A BILL FOR AN ACT ENTITLED: "AN ACT ESTABLISHING THE CROW FAIR OFFICE AS AN OFFICE OF THE EXECUTIVE BRANCH"

WHEREAS, the Crow Tribe has historically held Crow Fair during the third weekend of August;

WHEREAS, the Crow Fair has become an integral Tribal event providing for the advancement of culture and tradition, and providing an event for the reunions of family and Tribal members;

WHEREAS, Crow Fair has grown in popularity and size since its inception and now requires full-time staffing to better coordinate planning, scheduling and budgetary matters; and

WHEREAS, a revision of the current Crow Fair management system is needed to provide for the growth and popularity of Crow Fair and to preserve its integrity for future generations.

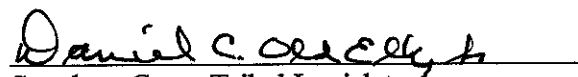
BE IT ENACTED BY THE LEGISLATURE OF THE CROW TRIBE

NEW SECTION. Section 1. Establishment of Crow Fair Office as and office of the executive branch. (1) The Crow Tribal Legislature hereby establishes the Crow Fair Office which will be under the direction and supervision of the Crow Executive Branch. The purpose of the office is to manage and coordinate all activities regarding Crow Fair and provide regular report to the Executive and Legislative Branches.

NEW SECTION. Section 2. Codification instruction. [Section 1] is intended to be codified as an integral part of Title _____, Chapter _____, Part _____, and the provisions of Title _____, Chapter _____, Part _____ apply to [section 1].

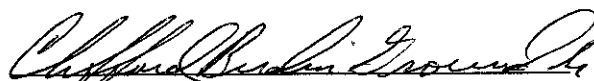
CERTIFICATION

I hereby certify that this Joint Action Resolution was duly approved by the Crow Tribal Legislature with a vote of 10 in favor, 0 opposed, and 0 abstained and that a quorum was present on this 24th day of July, 2002.


Speaker, Crow Tribal Legislature

EXECUTIVE ACTION

I hereby approve, veto this Crow Legislative Bill pursuant to the authority vested in the Chairman of the Crow Tribe by Article V, Section 8 of the Constitution and Bylaws of the Crow Tribe of Indians.


Chairman, Executive Branch
Crow Tribe of Indians

CROW Fair Office

Bill or resolution number _____

Introduced by Executive

Date of Vote JUL 25 2002

| Representative | Yes | No | Abstain | No Vote |
|---------------------------------|-----------|----|---------|---------|
| Bull Tail | ✓ | — | — | — |
| Costa | — | — | — | — |
| Crooked Arm | ✓ | — | — | — |
| Little Light | ✓ | — | — | — |
| Plain Feather | — | — | — | — |
| Stewart | — | — | — | — |
| Not Afraid | ✓ | — | — | — |
| Goes Ahead | — | — | — | — |
| Hogan | ✓ | — | — | — |
| Old Elk | ✓ | — | — | — |
| Passes | — | — | — | — |
| Pease | — | — | — | — |
| Medicine Horse | ✓ | — | — | — |
| Russell | ✓ | — | — | — |
| Real Bird | — | — | — | — |
| Black Hawk | ✓ | — | — | — |
| Stone | ✓ | — | — | — |
| Cloud | — | — | — | — |
| Results (If tie vote) | — | — | — | — |
| Vice Chair Goes Ahead | — | — | — | — |
| Results | <u>10</u> | — | — | — |

Result of vote: **Passed** **Not Passed** **Tabled** **Veto Override**

Signature of Officer: Daniel C. Lee Elk, Jr. Date: _____

JOB TITLE: CROW FAIR MANAGER

JOB DESCRIPTION:

General

Under the general direction of the Executive Branch, the Crow Fair Manager shall perform administrative and supervisory work of considerable difficulty in planning, organizing, promoting, advertising, and managing the annual Crow Fair Celebration, the All Indian Rodeo, Race Meet, Pow-Wow and Parade, annual Crow Native Days, other related activities at the Crow MultiPurpose Building and Edison Realbird Memorial Complex, and other duties as assigned.

Example of Duties. The Crow Fair Manager shall be responsible for the following duties including, but not limited to:

- Plan and organize events and activities of Crow Fair, Ultimate Warrior event, and related activities;
- Provide maintenance and overall control of the Crow Fairgrounds and MultiPurpose arena;
- Administer program operations in accordance with established organizational policies in conjunction with the Crow Tribal Fair Board – namely the Pow-Wow Arena Director, the Parade Marshal, the Rodeo Arena Director, and the Racing Commissioner, and the Crow Tribal Executive Branch;
- Establish short, medium, and long-term program and service goals and objectives for all events;
- Develop and implement budget policies and procedures for Crow Fair and other events, including control of fiscal expenditures and revenues;
- Develop and administer strategic marketing plans, including the seeking of new revenue sources;
- Develop and implement procedures to improve accountability of all revenues generated;
- Solicit sponsors, speakers, performers, and/or volunteers;
- Prepare and administer the Crow Fair bid process to acquire services and attractions within reasonable expense;
- Participate in the negotiations of all contracts and agreements related to Crow Fair and all other events;
- Plan, organize, and arrange for special attractions and events;
- Arrange, allocate space, and establish fees as appropriate for all vendors, exhibitors, and the public;
- Make arrangements for adequate security, first aid, and sanitary facilities for all events;
- Promote and advertise Crow Fair and other events through a variety of media, including news releases;
- Supervise the day-to-day operation of the fairgrounds maintenance and related facilities including recruiting, hiring, and supervising, all

permanent, temporary, and volunteer staff with the approval of the Executive Branch;

- Conduct performance appraisals, arrange and monitor the use of the Fairgrounds, MultiPurpose Building, and related facilities;
- Ensure proper maintenance of fiscal and other records in accordance with applicable policies and procedures;
- Plan, organize, assign, and evaluate projects and program operations in compliance with applicable guidelines, rules, and regulations;
- Attend appropriate local or regional meetings and conferences to promote Crow Fair and other related activities;
- Other activities as assigned by the Crow Fair Board and Executive Branch; and
- Report biannually to the Crow Tribal Legislature on all activities, including a full fiscal report and final evaluation.

MINIMUM QUALIFICATIONS

Training and Education.

Bachelor's degree in Business Administration, Marketing, or related field with a minimum of three (3) years of experience in the planning and organization of fairs/rodeos and related events, one year of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties above.

Knowledge, Skills, and Abilities. Successful candidates must possess and exhibit knowledge in the following areas:

- Knowledge in methods of planning, presenting, and administering a fair and/or exposition event;
- Knowledge of applicable Crow laws and ordinances, state and federal laws, rules, regulations, and policies and procedures;
- Budget planning, development, and administration, including the preparation of clear and concise reports;
- Publicity and sales promotion methods;
- Building construction and maintenance methods;
- Government administration, personnel management, and employee supervision and training;
- Implementing and formulating publicity and promotion of Crow Fair and all other events;
- Ensuring proper development and maintenance of fiscal and other records;
- Developing and administering the Crow Fair budget and the budget of other events;
- Effectively representing Crow Fair and other events for the Crow Tribe with the public, community organizations, and governmental

organizations within and outside of the boundaries of the Crow Reservation;

- Establishing and maintaining working relationships with the Crow Fair Board, and the Executive and Legislative Branches;
- Must possess knowledge of the traditions and customs surrounding Crow Fair and other events with the integration of the customs and traditions as appropriate into all planning.

Salary: Negotiable depending on education and experience.