



MINNESOTA INDIAN WOMENS SEXUAL ASSAULT COALITION

1619 Dayton Avenue, Suite 202 □ Saint Paul, MN 55104□□

Phone: (651) 646-4800 □ Fax: (651) 646-4798

Website: www.miwsac.org

MIWSAC CIRCLE KEEPERS POSITION DESCRIPTION

Title: Circle Keeper for the Minnesota Indian Women's Sexual Assault Coalition

Term: 3 Year Term: October 2021 to October 2024

Applications are due by Friday, October 15, 2021 to Executive Director, Nicole Matthews at nmatthews@miwsac.org or fax to 651-646-4798

For additional information contact: 651-646-4800 or 1-877-995-4800

Circle Keeper Description: The purpose of the Circle Keepers is to support the Mission and Vision of the Minnesota Indian Women's Sexual Assault Coalition (MIWSAC), provide governance to MIWSAC, represent the organization in the community, personify MIWSAC's Native values and grassroots identity, and provide fiscal and administrative direction for MIWSAC.

MIWSAC Mission Statement

Through unity we will strengthen our voices and build resources to create awareness and eliminate sexual violence against Indian women and children. We will vigorously apply our efforts toward influencing social change and reclaim our traditional values that honor the sovereignty of Indian women and children.

MIWSAC Vision Statement

Creating Safety and Justice Through the Teachings of Our Grandmothers.

MIWSAC Purpose

MIWSAC is a statewide tribal coalition and national Tribal technical assistance provider that has worked since 2001 to end gender-based violence and enhance Tribal, state, and federal responses to sexual violence and sex trafficking.

MIWSAC uses culturally based training, technical assistance, strategies, resources, tools, and a wide range of events and activities to engage and support survivors of sexual violence, advocates, service providers, community, and allies that are working to end sexual violence and sex trafficking across Minnesota's 11 federally recognized Tribal Nations, urban Native bases, and Tribal communities across the country.

MIWSAC's work is grounded in the philosophy that each of us have a role, purpose, and place in eradicating sexual violence. As we galvanize across gender, race, age, orientation, expertise, and experience, we are all safer.



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Circle Keeper Responsibilities:

Strategic Planning:

Support and engage in decolonizing strategies and liberatory practices to end gender-based violence. Participate in planning and approving long-range plans with Staff and Membership. Model personal and professional development and provide inspiration and leadership.

Hiring and Supervision of the Executive Director:

Hire the Executive Director. Evaluate their performance annually. Support the Director in maintaining a healthy organization.

Financial Oversight, Care and Compliance:

Work with staff to prepare financial reports, budgets, and ensure sound fiscal oversight, adherence to tribal, state and federal laws, and responsibility to MIWSAC.

Culturally Honoring Ambassadorship:

Adhere to and uphold tribally grounded decision making. Represent MIWSAC as a Native woman-led, survivor-centered organization in the community, with funders, tribal leadership, and other stakeholders.

Circle Keeper Leadership and Development:

Set aside time for reflection and evaluation of Circle Keeper effectiveness, and follow through on actions to strengthen the leadership and development of the Circle Keepers.

Qualifications:

1. Commitment to attend regularly scheduled Circle Keepers meetings; read background information and come prepared to discuss information.
2. Ability to adhere to tribally grounded decision making, where each voice matters, is heard and respected.
3. Adherence to MIWSAC Mission, Vision, Purpose, and legal and fiscal responsibilities.
4. Experience in one or more of the following areas: Financial management, fundraising, community organizing, public speaking, technology, education, law, marketing, advocacy, nonprofit personnel, systems change, social and racial justice, and eradicating gender-based violence.



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MIWSAC CIRCLE KEEPER APPLICATION

New Circle Keepers (Board of Directors) will be seated at our Annual Meeting in October 2021. Circle Keepers meet bi-monthly, are responsible for fiscal oversight, and have 3-year terms.

Applications are due by Friday, October 15, 2021 to Executive Director, Nicole Matthews: nmatthews@miwsac.org or fax to 651-646-4798.

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

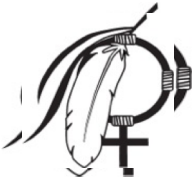
Email Address: _____ Fax #: _____

Role or Occupation: _____

Describe your background and experience concerning issues of sexual violence/sex trafficking of Native people:

Describe your commitment/experience with MIWSAC: How long have you been involved and your level of involvement:

Please list Boards of Directors or Advisory Councils on which you currently serve or have served in the past (name of organization, position held, date and length of time of service) and/or any volunteer experience with non-profits:



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Board terms are 3 years and Circle Keepers may be selected to a second term. Circle Keepers positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next 3 years, as well as ways to contribute to the development of MIWSAC.

Will your schedule allow you to make a three-year commitment to serve on the Circle Keepers? _____ **YES** _____ **NO**

Skills, Experience, and Interest (**please check all that apply**):

- | | | |
|----------------------|-----------------|----------------------|
| Finance/Accounting | Racial Justice | Fundraising |
| Policy Development | Grant Writing | Media Communications |
| Nonprofit Experience | Technology | Program Evaluation |
| Community Service | Management | Administration |
| Advocacy/Outreach | Human Resources | Public Relations |

Describe other skills or areas of expertise you wish to contribute:

If applying as an individual, you may bypass this portion.

If you work for a program that supports your role as a Circle Keeper, please complete the following information:

Name of program you work for: _____

Approving Supervisor/Executive Director: _____

I, have reviewed the Minnesota Indian Women’s Sexual Assault Coalition’s Circle Keeper application and I am aware of the time commitment that _____ would be dedicating if seated as a Circle Keeper.

Applicant’s Name

My signature on this application hereby reflects my support of our employee.

Applicant’s Supervisor/Executive Director Signature

Date

Applicant’s Signature

Date