

**RESOLUTION OF THE
WHITE MOUNTAIN APACHE TRIBE OF THE
FORT APACHE INDIAN RESERVATION**

WHEREAS, the Tribal Council of the White Mountain Apache Tribe finds that the Tribal Queen Committee, operating under the White Mountain Apache Tribe, would function more efficiently and appropriately if policies and procedures were established specific to the mission statement and philosophy of the Queen Committee; and

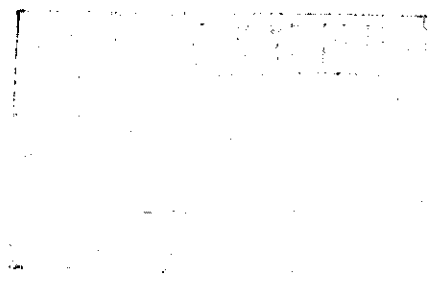
WHEREAS, said Committee has omitted the guidelines of Resolution No. 77-73 and suggests replacing them with the policy and procedure to be followed by Miss White Mountain Apache and Miss White Mountain Apache Princess; and

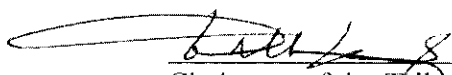
WHEREAS, the Tribal Council has considered and reviewed the Queen Committee's presentation and recommendations and has discussed amendments thereto.

BE IT RESOLVED by the Tribal Council of the White Mountain Apache Tribe that it hereby approves the Queen Committee's Policy and Procedures, as amended, a copy of which is attached hereto.

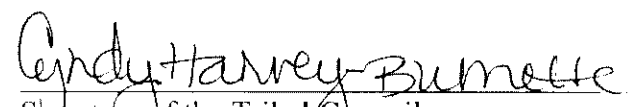
BE IT FURTHER RESOLVED by the Tribal Council of the White Mountain Apache Tribe that said Policy and Procedure shall be effective henceforth from this date until such time as amended or revoked by the Tribal Council.

The foregoing resolution was on July 11, 2002 duly adopted by a vote of TEN for and ZERO against by the Tribal Council of the White Mountain Apache Tribe, pursuant to authority vested in it by Article IV, Section 1 (a), (g), (s), (t), and (u) of the Constitution of the Tribe, ratified by the Tribe September 30, 1993, and approved by the Secretary of the Interior on November 12, 1993, pursuant to Section 16 of the Act of June 18, 1934 (48 Stat. 984).





Chairman of the Tribal Council



Secretary of the Tribal Council

W/ Reso 07-2002-167

White Mountain Apache Tribe
Tribal Attorney

AUG 26 2002

RECEIVED

Miss White Mountain Apache Queen

&

Miss White Mountain Apache Princess

Policies and Procedures

Handbook

INTRODUCTION

The White Mountain Apache Queen Committee will serve as the governing committee on behalf of the White Mountain Apache Tribe. The WMA Queen Committee will provide Miss White Mountain Apache Queen and Miss White Mountain Apache Princess with a culture based, customer-based and innovative opportunity to provide a more efficient representation of the White Mountain Apache Tribe. The Tribe requires teamwork from this governing committee (Queen Committee) with Miss White Mountain Apache Queen (Queen) and Miss White Mountain Apache Princess (Princess), which will work and communicate as a team.

The Queen Committee will establish a revitalize experience, reflective of the Mission and Philosophy. The Committee will provide a safe, comfortable and creative atmosphere, which focuses upon the good representation of the White Mountain Apache Tribe. The Tribe expects the best efforts and has the highest expectation from the members of the Queen Committee, the Queen, and the Princess. The result shall be a creative, successful, and a professionally fulfilling year.

MISSION STATEMENT

Learn today for tomorrow, through sharing of knowledge for a successful future. The White Mountain Apache Tribe will provide an environment where Miss White Mountain Apache Queen and Miss White Mountain Apache Princess, guided by a governing committee are encouraged to strive, to learn, to respect, and to succeed.

PHILOSOPHY

One of the most valuable resources of the White Mountain Apache Tribe are young ladies representing the White Mountain Apache Tribe and its communities. The Queen committee should help the Queen/Princess develop respect and appreciation for themselves, their culture and their tribe. The Queen Committee will stress the potential of learning, education, positive expectations, teamwork, professionalism, public speaking, and a positive attitude. The Queen Committee is dedicated to helping and supporting Miss White Mountain Apache Queen, and Miss White Mountain Apache Princess.

The Queen and the Princess will have the opportunity to develop lifelong friendships, see new places, develop leadership skills, accept independent roles and accept representation responsibilities within the tribe. The Queen and Princess are held in the highest regard and her representation should reflect her role, personally and professionally. They will anticipate a positive learning experience, ensuring individual success and be a positive role model.

The Queen, the Princess, the Queen Committee and the Tribe will cultivate a productive wholesome member of society, who preserves and respects Native American heritage and American citizenship. In concurrence with these goals, the Queen committee will establish a supportive basis and specific objective to create a meaningful learning environment. The goals must always reflect the ever-changing needs and the dynamic quality.

PURPOSE

The purpose of the Policies and Procedures Handbook is to serve as a resource regarding all aspects of guidelines that meets the social, expectations, procedures, organizational chart, professional ethics, Health/Life benefits, recruitment, employment, finances, grievance procedures and other requirements of the Queen, the Princess and the committee members. The Queen Committee recognizes the need for members input into the development of policies and procedures, therefore is committed to a continual review.

PAGEANT

Orientation

The Queen committee will coordinate an orientation session prior to the first judging competition for the contestants and parents of contestant 18 years & younger competing for the Queen and Princess pageants. The purpose of the orientation is to provide clarification to all contestants. Presentations will cover the qualification, expectations, organization, contract, policies & procedures and goals of Miss White Mountain Apache, Miss White Mountain Apache Princess and it's committee. The orientation will ensure that contestants, parents of 18 years & younger and the Queen Committee are able to work as a collaborative team, in the provision of the newly crown Queen and Princess. Also to prevent misunderstanding created by misinterpretation of the intent, purpose, procedures, sign contract, and expectations of developed policies and procedures. Overall this process is used as one method for strengthening communication between the Contestants, the Queen, the Princess, parents of under 18 years of age, and the Queen Committee.

To ensure equal and consistent application of policy and procedure and enable the Queen Committee to impact positive change for the Queen and the Princess' best interest, all pageant contestants and parents of contestants under the age of 18 shall be required to participate in the orientation. All contestants shall be required to certify sign document on the understanding of the policies & procedures, contract, and employment contract.

In the event a pageant contestant and/or parent is unable to certify understanding of any of the orientation items, it shall be the responsibility of the Queen Committee Chairperson and/or the Vice-Chairperson to clarify any of the items not understood.

Qualifications to become a contestant of Miss White Mountain Apache Pageant:

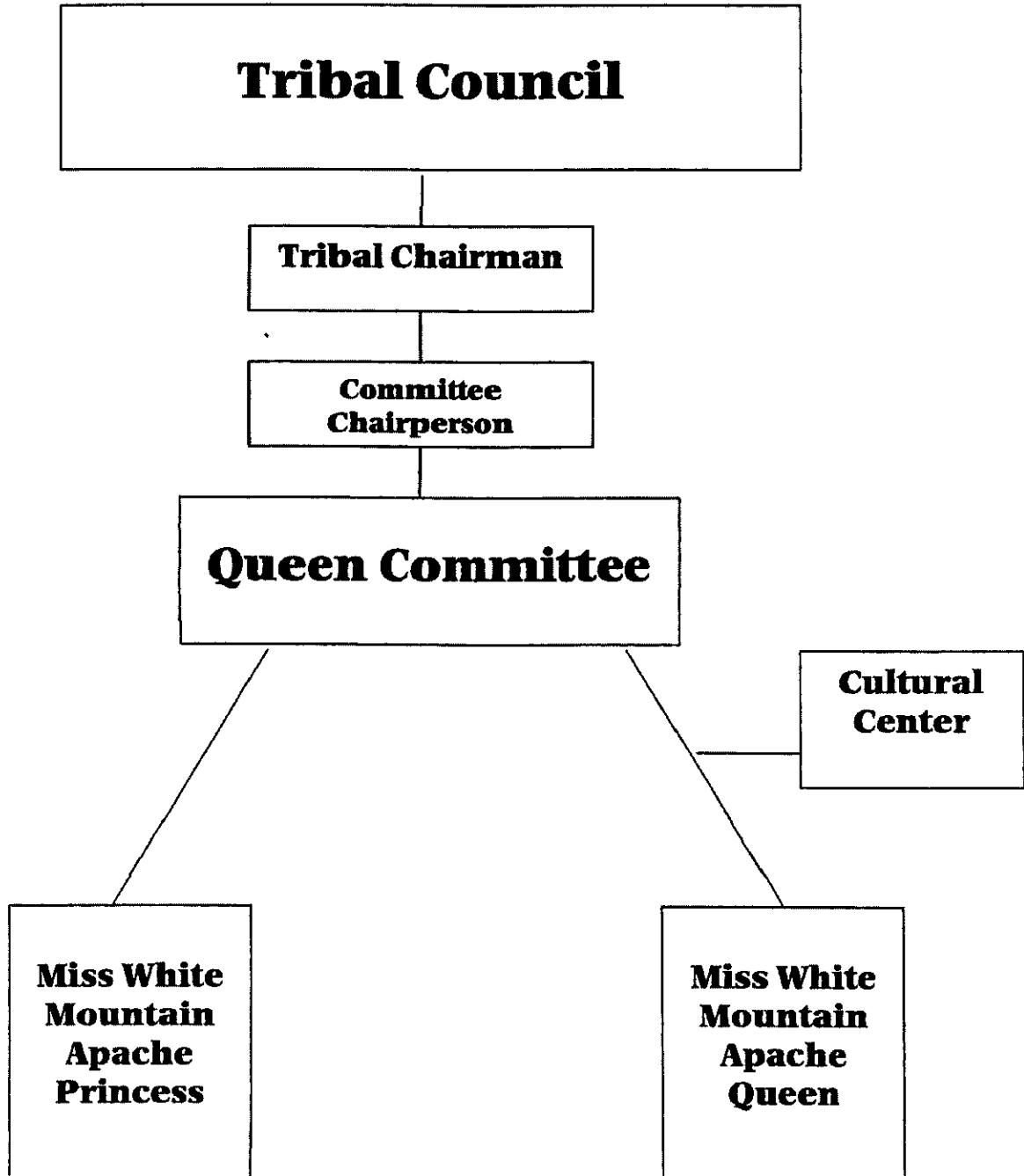
1. Must be an enrolled member of the White Mountain Apache Tribe. Proof of enrollment should be provided.
2. Must be at least 17 years of age and no more than 23 years of age as the time of the pageant. Proof of age should be provided.
3. Must understand the role of Miss White Mountain Apache, at the local, state and national level.
4. Must understand the White Mountain Apache language and will be screen for this.
5. Must understand the White Mountain Apache culture and reservation lifestyle.
6. Must be of good moral character.
7. Must never have been married or never involved in illicit cohabitation.
8. Must never have been pregnant.
9. Must be free of drugs, alcohol and tobacco.
10. Must be a student or possess a high school diploma or equivalent.
11. Must provide a physician's statement dated within 5 days of the pageant deadline, with indication of good health and not pregnant.
12. May not be holding current crown or titles, unless the reign will end in the month of August and/or agree to give up title if she should win within the month of August.
13. Any contestants not in compliance with the foregoing qualifications will be disqualified from entering the pageant.
14. Winners of the Pageant must comply with the foregoing qualifications during the reign and agrees to represent the White Mountain Apache Tribe during her reign by appearing at all scheduled events approved by the Queen Committee and to abide by the Guidelines of White Mountain Apache Queen Committee.

Qualifications to become a contestant of Miss White Mountain Apache Princess Pageant:

1. Must be an enrolled member of the White Mountain Apache Tribe. Proof of enrollment must be provided.
2. Must be at least 5 years of age and no more than 8 years of age at the time of the pageant. Proof of age must be provided.
3. Must have parent/guardian consent to participate.
4. May not be holding current crown or title, unless the reign will end in the month of August and/or agree to give up title if she should win the Princess title, within the month of August.
5. Any contestants not in compliance with the foregoing qualifications will be disqualified from entering the pageant.
6. Winners of the pageant must comply with the foregoing qualifications during the reign and agrees to represent the White Mountain Apache Tribe during her reign by appearing at all scheduled events approved by the Queen Committee and to abide by the Guidelines of the White Mountain Apache Queen Committee.

ORGANIZATIONAL CHART

The organizational chart has been development to define the chain of command for the Queen, the Princess, and the committee. This chart identifies final decision making authorities and responsibilities, individual and overall service areas of responsibilities of the Queen, the Princess and the committee members. This chart defines the required line of authority that is followed in the event of a grievance.



White Mountain Apache Queen & Princess Committee

GUIDELINES

A. QUEEN COMMITTEE. The Queen Committee is responsible for the establishment and adhering of the policies and procedures required for effective governance, administration, operation, promotion, disciplinary action, funding and implementation of the instructional and support programs/services, in accordance with established and applicable laws, ordinances and regulations of the White Mountain Apache Tribe. The Queen Committee is to ensure proper representation of the White Mountain Apache Tribe by the ambassador, the Queen and the Princess throughout their reigns.

1. The Queen Committee is authorized through the White Mountain Apache Tribal Council as the official governing body for Miss White Mountain Apache Queen and Miss White Mountain Apache Princess.
2. The Queen Committee serves as the official authoritative committee to govern, administer and mandate the Queen, the Princess and its committee members.
3. The Tribe shall establish a budget for the Queen Committee, which will automatically be carried onto the term of the succeeding Queen Committee, unless otherwise approved by the Tribe. The budget will entail out of town travel; material and supplies to ensure the goals of the Queen Committee is met; and necessary expense for the Queen and Princess pageants.
4. The Tribal Chairman will appoint a Chairperson and the chairperson will select the committee.
5. The Queen Committee shall be consist of eight (8) voting committee members appointed by the Committee Chairperson with a minimum of five (5) former Miss White Mountain Apache Queens. Membership should not include family-members, clan-members or god-families of the current reigning Queen and Princess.
6. Potential contestants of the Queen and Princess will not serve on the committee or should not be involved with the pageant planning. This is to insure fairness.
7. The Queen Committee meeting will occur when there is a quorum.
8. A Committee member may not be absents from no more than three (3) Committee meetings, without excuse before being removed from Committee Membership for unexcused absence
9. The Chairperson shall be responsible for calling meetings, presiding over all committee meetings and for attending any Tribal Council meeting or other meetings as may be necessary to the interests of the committee. She will work closely with the Fort Apache Museum Director.
10. The Queen Committee membership shall meet every two years in the month of May and elect from the membership. Persons elected to Office of the committee shall serve two years terms. The Committee shall elect a Vice-Chairperson, a Secretary and a Treasurer with the following responsibilities:
 - The Vice-Chairperson shall be responsible for fulfilling all the duties of the Chairperson when the Chairperson is absent or unavailable.
 - The Secretary shall be responsible for recording the minutes of all meetings, for all correspondence and for making all arrangements for the travel, lodging, scheduling, etc., necessary for the Queen, Princess and the Queen Committee.

- The Treasurer shall be responsible for keeping account of all finances of the Committee and reporting it to the Committee and the Tribe.
- 11. The Queen Committee General Meetings will be every 2nd Tuesday of every month, time and location will be announced within five working days prior to meeting by the Chairperson.
- 12. Should there be a need for a special Queen Committee meeting, aside from the general monthly meeting, those requesting a meeting may submit a letter to the Chairperson. A written response will be made within three days, to determine if a meeting is necessary or wait until the next general meeting. The Chairperson will set a special meeting, if and when it is necessary.
- 13. The Queen Committee members employed by the White Mountain Apache Tribe will be given administrative leave for their services with the pageants, when serving as chaperone, attending meetings or other events approved by the committee.
- 14. The Queen Committee shall establish a revitalized experience, reflective of the Mission and Philosophy. The Queen Committee shall provide a safe, comfortable and creative atmosphere, which focuses upon the good representation of the White Mountain Apache Tribe.
- 15. The Queen Committee shall have cooperative teamwork with the Queen and Princess. The committee is committed to the active involvement of the Queen and the Princess in the development and implementation of activities, schedule and services within the resources available.
- 16. The Queen Committee shall help the Queen and the Princess develop respect and appreciation for themselves, their culture and their tribe.
- 17. The Queen Committee will establish and approve an annual calendar of events for both local and out of town events, which the Queen and Princess is expected and will attend during her reign. This will include but not limited to local schools Indian Day events, Headstart events, Youth Council events, dedications of any new infrastructure by the Tribe, honoring ceremonies, women's conference, local pageants, etc.
- 18. The Queen Committee members will review invitations, upcoming events, and out of town trips for the Queen and Princess. Upon review, the committee will pre-approve trips based on it's purpose and achievement towards the goal of the committee.
- 19. The Queen Committee shall promote the Queen and Princess throughout the year. Any opportunities to uplift the Queen and the Princess in a positive manner will be considered.
- 20. Any and all use of the title "Miss White Mountain Apache" and "Miss White Mountain Apache Princess" will require approval by the Queen Committee, i.e. fund raising projects, that include any sport tournaments, banquets, dinners, etc.
- 21. All Committee members shall assist in any fund-raising projects and activities. The fundraising will be used for the following purposes: a. Annual pageant expenses, b. trips – as determined and approved by the committee, c. expenses pertaining to the role of the Queen and Princess as approved by the committee. All Committee members shall make their best efforts to be an hour early for every event that they sponsor.
- 22. If the Queen does not speak Apache, the Queen Committee will assist her to learn the Apache language so at the end of her reign she will present a speech in Apache.

23. The Queen Committee will advise the Queen and the Princess in the areas of culture and tradition, history of the Tribe, tribal government, Socio-economics of the Tribe, etc. When necessary the committee will arrange for a speaker to inform, advise and teach the Queen and the Princess on the issues pertaining to the Tribe or her role as the Queen and/or Princess.
24. A Queen Committee member, family member of the Queen/Princess or friend may chaperone the Queen/Princess, unless otherwise decided by the Committee Chairperson.
25. The Committee will schedule the date of the annual pageant during the first week of June. The Queen Committee will ensure the dates are set and advertised three months prior to the event. The Committee will plan, coordinate and implement the Queen and Princess Pageant each year.
26. The Queen Committee member shall not be responsible for any accidents; in the event the Queen should decide to take her private vehicle.
27. The Queen Committee will not be responsible for miscellaneous items for the Queen and the Princess such as banners for parades, shawls, traditional regalia/clothings, etc.

B. CHAPERONE

1. The chaperone shall be with the Queen to assist her at all times.
2. In case of any emergency, the chaperone shall contact the immediate family of the Queen/Princess and the Committee Chairperson, or any other Committee member, if the Chairperson cannot be reached.
3. The chaperone shall present herself in a respectable manner at all times. The Chaperone shall be responsible for properly scheduling their time of arrival at scheduled events and for other similar decisions.
4. The chaperone shall keep a record of expenses and mileage to report to the Queen Committee.
5. The chaperone shall use the Travel Report form of the WMAT and shall be paid mileage when using her private vehicle on trips with the Queen/Princess.

C. THE QUEEN - Miss White Mountain Apache Queen is a Goodwill Ambassador for the White Mountain Apache Tribe. Miss White Mountain Apache Queen is expected to uphold her title with respect, honor and dignity. Miss White Mountain Apache Queen is given the opportunity to garner one of the richest experiences and create a solid foundation for her future endeavors. Lifelong friendships are made and many doors are opened. She becomes part of a legacy and part of history – yesterday, today and tomorrow.

1. The Queen shall be automatically covered by the Tribal insurance coverage while serving in her official capacity as Queen.
2. The Tribe shall establish an employment position with the Fort Apache Museum. When the Queen is not at a scheduled appearance approved by the Queen Committee, she shall report to the Fort Apache Museum from 8:00 am to 5:00 p.m. and during regular summer hours (with one-hour lunch break). This is an employment and the White Mountain Apache Tribal Personnel policy and procedure will be adhere to.

3. The Fort Apache Museum, the Committee Chairperson and the Queen will cooperatively work to maintain a weekly updated schedule.
4. The Queen is expected to conduct herself above reproach at all public places. She represents her Tribe, her family and herself. She will always be a positive role model, willing to communicate with the committee and the public.
5. The Queen shall have her own choice of education, which choice shall not be directed, controlled or used by the Committee for any purposes adversely affecting her as Queen.
6. The Queen must not marry, not cohabitant and not become pregnant during the year of her reign. In the event the Queen gets married, cohabitant or becomes pregnant while holding her title, she shall automatically forfeit her title to the first Attendant or in the order of selection from first Attendant to the last. If rumors of pregnancy, a committee member will escort the Queen to take a pregnancy test. The Tribe will be held in the highest regard.
7. The Queen must not be seen in bars or frequent liquor establishments or use alcohol or illegal drugs, smoke and oral tobacco. In the event the Queen does inviolate this guideline, she shall automatically forfeit her title to the first Attendant or in the order of selection from first Attendant to the last. If rumors of drug abuse, a committee member will escort the Queen to take a drug test. The Tribe will be held in the highest regard.
8. If the Queen is incarcerated or convicted of a crime during her reign, she will automatically forfeit her title to the first Attendant or in the order of selection from first Attendant to the last. The Tribe will be held in the highest regard.
9. If any of the above are violated, the Queen will return the beaded crown, beaded sash, buckskin outfit and all benefits, royalties, gifts and honors derived from her reign, the committee and the White Mountain Apache Tribe. She will not be honored as a former titleholder.
10. The Queen must not use profanity during her reign. If a complaint is brought to the attention of a committee member, a committee meeting will be set up to address this issue.
11. If any allegations are brought to the committee, the Queen will be required to appear before the Queen Committee to address the allegations.
12. The Queen shall refer any problems to the Queen Committee for action, providing that any such problem which the Committee cannot or does not resolve may be referred to the Tribal Chairman and then the Tribal Council.
13. The Queen should attend all Committee meetings and should also attend any Tribal Council meeting when requested. If the Queen should request for a meeting, she should contact the committee chairperson. The Chairperson will call the meeting, if it is necessary.
14. During the Tribal Fair and Rodeo, an exhibit booth shall be established for the Queen and she shall be given recognition by introduction before any event, whenever feasible. She and a chaperone shall have free entry into any fair events. She will be honored during the parade by being toward the beginning of the parade line up.
15. The Queen will travel with a written invitation or as designated by the Queen Committee. Four trips will be sponsored, will be paid, by the White Mountain Apache Tribal Queen Committee. The White Mountain Apache Tribal Chairman will sponsor the trip to Washington D.C. All other travel will be at her expense. The Queen will submit an Appearance Request to the

Chairperson for other unpaid travel. If conflicting events occur, the Queen Committee will make the final decision on which event to attend. When on travel, the Queen will travel with a chaperone at all times.

16. The Queen will return the Travel Report 100 form and a summary report to the Queen Committee within five days after travel, as it is the policy of the White Mountain Apache Tribe.
17. During the Queen's travels, she shall use the tribal vehicle at all times possible and in the event the tribal vehicle is not available, she shall use the chaperon's car. If neither of said cars are available, then and in this event only, she shall use her private vehicle. The Queen shall be paid mileage only in the event that she uses her personal vehicle with committee approval, within the rules set forth in these guidelines and only if she is chaperoned by a Queen Committee member or other person approved by the Committee Chairperson.
18. The Queen shall appear and arrive 15 minute before all events scheduled by the Queen Committee. If she is unable to attend the event or should an emergency arise, including personal illness/injury or a family emergency, etc., she shall immediately notify the Queen Chairperson, at which time 1st Attendant will be notified to make the appearance.
19. The Queen shall present herself in the White Mountain Apache traditional dress at all official appearances. Her crown and banner shall be worn when she is acting under her official title on behalf of the White Mountain Apache Tribe by authorization of the Queen committee. She will present herself professionally and shall not wear cut-off.
20. Whenever the Queen is not available, the Attendant first available, in the order of selection from first Attendant to last, shall automatically succeed the Queen in her official duties as Queen, until such time as the Queen is again available.
21. Whenever the Queen does not adhere to deadlines provided by the Committee, the 1st Attendant will take the role of the Queen until the guidelines are adhere to.
22. The Attendants shall assist the Queen in every way. The Tribe must approve trips planned for the Queen with her attendants,
23. The Queen should travel with the Princess at times, with the approval of the Queen Committee.
24. The beaded crown, beaded sash, and buckskin outfit, which the Queen receives, shall be carried on to the next titleholder. The Queen committee will decide when the beaded crown, beaded sash and the buckskin outfit will be retired to the Fort Apache Museum.
25. The Queen is responsible for the care and safe keeping of the beaded crown, beaded sash, and the buckskin outfit during her reign, which will be carried on to the next titleholder. She is financially responsible in the event of loss or damage to these items in the amount of _____. If there is loss or damage to these items, the Queen Committee will review all circumstances on a case by case basis and make a final determination about replacement or repair.
26. The Queen will set a community service goal that can be reasonably achieved during her reign. The goal should be submitted to the Queen Committee by 30th day of her reign with plans on how to achieve this goal by the end of her reign.
27. The Queen will present a monthly written report to the Queen Committee by the 30th of each month, upon committee approval will be submitted to the Fort Apache Scout.

28. The Queen will be offered the opportunity to compete for a Queen Committee approved pageant competition but is *not* required to participate. Therefore the Queen Committee and the White Mountain Apache Tribe will not be financially responsible. If she should be chosen as titleholder of the competition, she will automatically forfeit her title to the first Attendant or in the order of selection from first Attendant to the last.
29. The current reigning Miss White Mountain Apache shall be given the first opportunity to compete for the Miss Indian Arizona title at all times. In the event that the current Queen has already competed for the Miss Indian Arizona title, the first Attendant or in the order of selection from first Attendant to the last will be selected.
30. The Queen will take an active role in recruiting future Miss WMA participants.
31. Once a Queen has held her title, she will not be eligible to compete for the same title again.
32. Any and all use of the title "Miss White Mountain Apache" require approval by the Queen Committee, i.e. fund raising projects, that include any sport tournaments, banquets, dinners, etc.

D. THE PRINCESS - Miss White Mountain Apache Princess is a Goodwill Ambassador for the White Mountain Apache Tribe. Miss White Mountain Apache Princess is expected to uphold her title with respect, honor and dignity. Miss White Mountain Apache Princess is given the opportunity to garner one of the richest experiences and create a solid foundation for her future endeavors. Lifelong friendships are made and many doors are opened. She becomes part of a legacy and part of history – yesterday, today and tomorrow.

1. The Princess and her parent/guardians shall cooperatively work with the Queen Committee.
2. The Princess is expected to conduct herself above reproach at all public places. She represents her Tribe, her family and herself. She will always be a positive role model, willing to communicate with the committee and the public.
3. The Princess shall not use profanity during her reign. If a complaint is brought to the attention of a committee member, a committee meeting will be set up to address this issue.
4. The parents of the Princess shall refer any problems to the Queen Committee for action, providing that any such problem which the Committee cannot or does not resolve may be referred to the Tribal Chairman and then the Tribal Council.
5. The parent of the Princess should attend all committee meetings. If the parent should request for a meeting, she/he should contact the committee chairperson. The Chairperson will call the meeting, if it is necessary.
6. During the Tribal Fair and Rodeo, an exhibit booth shall be established for the Princess and she shall be given recognition by introduction before any event, whenever feasible. She and a chaperone/parents shall have free entry into any fair events. She will be honored during the parade by being toward the beginning of the parade line up.
7. The Princess will travel with a written invitation or as designated by the Queen Committee.
8. The White Mountain Apache Tribal Vice-Chairman will sponsor a trip (Disneyland) for the Princess and her parents. All other travel will be at her expense.

9. The parents of the Princess will submit an Appearance Request to the Chairperson for other unpaid travel. If conflicting events occur, the Queen Committee will make the final decision on which event to attend.
10. When on travel, the Princess will travel with a chaperone at all times.
11. The Princess shall appear and arrive 15 minute before all events scheduled by the Queen Committee.
12. The Princess shall present herself in the White Mountain Apache traditional dress at all official appearances. Her crown and sash shall be worn when she is acting under her official title on behalf of the Tribe by authorization of the Queen committee.
13. The Princess should travel with the Queen at times, with the approval of the Queen Committee.
14. The beaded crown and beaded sash, which the Princess receives, shall be carried on to the next titleholder. The Queen committee will decide when the beaded crown and banner will retire to the Fort Apache Museum.
15. The Princess and her parents are responsible for the care and safe keeping of the beaded crown, and beaded sash, during her reign, which will be carried on to the next titleholder. She is financially responsible in the event of loss or damage to these items in the amount \$250.00. If there is loss or damage to these items, the Queen Committee will review all circumstances on a case by case basis and make a final determination about replacement/repair.
16. The Princess is *not* required to participate in another pageant competition. Therefore the Queen Committee and the White Mountain Apache Tribe will not be financially responsible. If she should be chosen as titleholder of the competition, she will automatically forfeit her title to the first Attendant or in the order of selection from first Attendant to the last
17. Any and all use of the title "Miss White Mountain Apache Princess" will require approval by the Queen Committee, i.e. fund raising projects, any tournaments, photography, banquets, dinners, etc.

E. FORT APACHE SCOUT NEWSPAPER

1. The Fort Apache Scout shall accept and publish four quarterly reports provided by the Queen Committee at no charge.
2. The Fort Apache Scout shall dedicate one page to the outgoing Queen and one page to the outgoing Princess as a tribute of their services to the Tribe at no charge.
3. The Fort Apache Scout shall recognize the recently crown Queen and Princess by publicizing them on the front page of the newspaper after the pageant at no charge.

F. HONDAH CONVENTION CENTER

1. The Hondah Convention Center shall sponsor a laptop computer as a prize for the Queen.
2. The Hondah Convention Center shall sponsor a personal computer as a prize for the Princess.
3. The Hondah Convention Center shall wavier fees for use of the facility for the committee.

TITLE: VISITOR INFORMATION SPECIALIST & CULTURAL EDUCATOR

POSITION DESCRIPTION: Miss White Mountain Apache serves as ambassador for the White Mountain Apache Tribe in matters of culture and diplomacy appropriate to her role. The primary duty station for Miss White Mountain Apache is *Nohwike' Bágowa*, the White Mountain Apache Cultural Center and Museum.

SUPERVISION: Incumbent will serve under the direction of the Museum Administrative Manager with oversight from the Museum Director.

WORK SCHEDULE: Incumbent will work a 40 hour work week. Incumbent's regular work hours will be from 8:00am to 5:00pm, with a one-hour lunch break, Monday through Friday, with some Saturday work hours during the summer months. Incumbent will submit a weekly schedule to her supervisor and the museum time keeper no later than the Friday before each week. This weekly schedule will note all travel, events, appearances, and other responsibilities of Miss White Mountain Apache that may keep her away from her primary duty station.

DUTIES:

FRONT DESK CLERK: Greets and deals effectively with the public in giving out information about the museum, Fort, Apache village, Kinishba Ruins, Sunrise Park Resort, Hon Dah Casino and Resort, fishing, hunting and recreational activities and about Apache history and culture. Must be willing to share the Apache culture and language with the public. Must be eager to lead tours for school groups and large group tours. Under general supervision, performs a variety of responsible clerical and front desk duties for the museum front desk and museum shop clerk. Screens incoming telephone calls, visitors and correspondence to appropriate staff members and mail boxes. Types correspondence, memos and other material requested by staff members. Reviews all information packets and sends packets out. Makes all appointments and schedules all tours for school children and tour groups. Must keep all information in tour schedule record book, on file and make necessary contacts for tours.

MUSEUM SHOP: Assists with museum shop sales, setting up and "z"ing out daily, takes care of credit card sales on credit card machine, records all daily museum shop business transactions. Knowledge of cash registers, credit card machine, fax machine, Xerox machine and computers required. Assists with monthly inventory of merchandise, pricing and setting up merchandise. Must be creative and willing to set up merchandise displays at workshops and craft shows. Assists with museum shop paper work, organizes, maintains files and daily records. When the need arises, makes money deposits to the tribal office and money transactions for the safe.

EXHIBIT SPACE: Maintains central exhibits space in good order for visitors. Turns on case lights, changes bulbs in case lights as needed. Copies educational hand outs in exhibit space and assures that copies are available for visitors. Opens side gallery and turns on lights. Cleans glass in exhibit cases as needed and reports any problems to the Museum Director. Sets up video for visitors.

OTHER DUTIES: Performs other duties as assigned.

GENERAL INFORMATION: As a public figure and representative of the White Mountain Apache Tribe, incumbent is expected to maintain a clean and neat appearance. Professional dress is required at all times; when appropriate (e.g. during appearances and when making presentations to school and tour groups) Miss White Mountain Apache should dress in traditional Apache clothing. Incumbent is subject to all White Mountain Apache Tribal personnel policies and procedures.