



## ***Waganakising Odawak***

Little Traverse Bay Bands of Odawa Indians

### ***Executive Office***

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### **Executive Directive # 2-11222006-1**

#### ***Winter Solstice Children's Party***

Each year for many years the Tribe has held a children's party in December. This Executive Directive outlines how the 2006 Winter Solstice Children's Party (Party) will be organized, outlines the financial resources and reporting responsibility, and references the requirement for the committee to follow applicable laws and policies. The provisions of this Directive remain in effect for each subsequent year providing that funding is appropriated by Tribal Council.

Tribal Resolution 111906-05 authorizes the Party, appropriates \$20,000.00 for the budget for FY 2006 and approves a budget modification to the General Fund 1000. The Executive hereby assigns the Human Services Department to provide oversight for the Winter Solstice Children's Party Committee and one of the Human Services Department staff is to be assigned to chair the committee which shall consist of volunteers to include governmental staff and community members interested in participating. Signing authority for expenditures of the committee is delegated to the committee chair with approvals to follow standard financial chain of command with final approval from the Tribal Administrator.

All tribal procurement policies and other applicable tribal laws, policies and regulations are to be adhered to in the planning, operation, and reporting for the Party. The members of the Party committee have the obligation to conduct business within the guidelines that prohibit actual or potential conflict of interest. Employees of LTBB, in their official capacity, are prohibited from accepting any gifts, money or gratuity for personal gain.

The Party Committee shall develop a method to document participation which will be used to plan future parties. Within 60 days after the Party, the Party committee chairperson shall provide a written report to the Executive including but not limited to a brief narrative outlining the planning, party activities, budget, expenditures and the number of participants attending the Party.

*This Executive Directive becomes effective November 22, 2006 and will remain in effect until rescinded by a subsequent Executive action.*

Frank Ettawageshik, Tribal Chairman