

Scope of Position:

The Standing Subcommittee on Internal Affairs is an independent subcommittee formed to review and investigate allegations of official misconduct within the Comanche Nation. The subcommittee is tasked with ensuring transparency, accountability, and integrity in internal investigations. The subcommittee has authority request documents, reports, or evidence from Comanche Nation departments and programs, interview Comanche Nation employees, issue finding and make formal recommendations upon the conclusion of investigations.

Essential Duties and Responsibilities:

Subcommittee members must meet at least monthly. Subcommittee members must investigate all complaints of official misconduct, determine whether the complained of conduct constitutes official misconduct, and issue findings and recommendations, all in a timely fashion as required by the Comanche Nation's Independent Investigation of Internal Affairs Act. In addition, subcommittee members must develop and implement procedures for receiving complaints, recommend revisions to internal control systems or standard operating procedures, and maintain strict confidentiality.

Qualifications:

- Be at least 21 years of age and capable of entering into a binding contract
- No felony convictions
- No convictions for a crime of dishonesty
- Not be an enrolled member of the Comanche Nation, descendant of an enrolled member of the Comanche Nation, or spouse, ex-spouse, cohabitant with a member of the Comanche Nation or descendant of an enrolled member of the Comanche Nation
- Not be an employee or former employee of the Comanche Nation or any of its subsidiaries, divisions, or related entities, or a member or former member of any of the Comanche Nation's boards, committees, subsidiaries, or related entities
- Have relevant experience or education in law, law enforcement, finance, accounting, compliance, ethics, or tribal governance.

Compensation:

Monthly stipend of \$500

Physical Environmental Demands:

The subcommittee will regularly communicate and exchange information using a computer and other office equipment, and occasionally will need to move about a conference room in an office setting. Work may intermittently be in a smoke-filled environment with vary noise levels depending upon location, time of day, and amount of business. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions of this position.