



MINNESOTA INDIAN WOMEN'S SEXUAL ASSAULT COALITION
570 N Asbury Street #104 Saint Paul, MN 55104
Phone: (651) 646-4800 Fax: (651) 646-4798
www.miwsac.org

MIWSAC CIRCLE KEEPERS POSITION DESCRIPTION

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

Term: October 2025 to October 2028 (3 Year Term)

Applications are due by September 1, 2025 to Chief Operations Officer, Linda Thompson at ltompson@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



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Minnesota's 11 federally recognized Tribal Nations, urban Native bases, and Tribal communities across the country.

Circle Keeper Responsibilities:

Embody and Cultivate the Matriarchy:

Uphold the highest standard of attendance, timeliness, and adherence to tribally grounded decision making, where each voice matters, is heard and respected.

Circle Keeper Leadership and Development:

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.

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:

Represent MIWSAC as a Native woman-led, survivor-centered organization in the community, on social media, with funders, tribal leadership, and other stakeholders.

Qualifications:

1. Steadfast commitment to attend regularly scheduled Circle Keepers meetings, (in person, or virtually via phone or zoom); must have stable connection or access to reliable internet in order to receive documents and to participate in meetings, read meeting and background information, and come prepared to discuss information.
2. Ability to model personal and professional development, place value on self-reflection and growth, and provide inspiration and leadership.



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3. Adherence to MIWSAC Mission, Vision, Purpose, Indigenous Values, 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.

MIWSAC CIRCLE KEEPER APPLICATION

New Circle Keepers (Board of Directors) will be seated at our Annual Membership Meeting in October 2024. Circle Keepers meet bi-monthly, are responsible for fiscal oversight of the organization, help to represent MIWSAC, and serve 3-year terms.

Applications are due by September 1, 2025 to Chief Operations Officer, Linda Thompson at ltompson@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:



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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:

Board terms are 3 years and Circle Keepers may be selected for 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. A Circle Keeper may be removed for excess absences and/or not adhering to MIWSAC's Indigenous Values.

Will your schedule allow you to make a three-year commitment to serve on the Circle Keepers?

_____ **YES** _____ **NO**

Skills, Experience, and Interest (**please circle 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:



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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 dedicated 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