



# YUROK TRIBE - COUNCIL SUPPORT

Council Support staff are responsible in assisting the Tribal Council members in their daily duties. Those include reviewing/preparing incoming/outgoing correspondence, scheduling meetings, making travel arrangements, sending out district meeting notices, attending Council and other Tribal meetings.

Additionally, staff prepares minutes of the Tribal Council meetings, prepares meeting packets for all Council, staff and Tribal offices on a bi-weekly basis. Staff assists other department staff in preparing agenda items, resolutions, and other documents for Council action, compiling and design of this Annual Report.

Once actions/directives are approved by Council those are distributed to the appropriate departments for implementation. Council support also coordinates meetings with various other agencies, other governments, and any other special events including the Annual Tribal Membership Meeting.

Over the past year Council Support staff has coordinated the installation of the newly elected South, East and Pecwan District Council Members. Council support has assisted the Tribal Council with providing information to the Tribal Member on the Yurok Settlement Fund and the distribution of the Settlement Fund payment. Additionally staff updates the Council and Council Support information on the Yurok Tribes web site. Council Support staff will be including Council Meeting Minutes on the website along with the upcoming meeting agendas.

## **Staff**

Cynthia McKernan, Executive Assistant  
Taralyn Offins, Council Support Assistant

