



Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

DIRECTOR OF CANNABIS REGULATORY COMMISSION

Position Description

Opens: August 24, 2026 Closes: September 14, 2026			
Department:	Tribal Council Appointment	Reports to (title):	Bois Forte Tribal Government Executive Director
Job Code:	E-13	Job Location:	Vermilion, MN
Pay Range:	Min: \$55,224.00 (\$26.55) Mid: \$69,035.20 (\$33.19) Max: \$82,846.40 (\$39.83)	Supervises:	Cannabis Regulatory Commission Members
Hours/week:	20	Classification:	Exempt
Type of Position:	Part-Time	Effective Date:	07/23/2026
Indian Child Protection Background:	No	Revised Date:	07/23/2026
Telecommute:	No		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Bois Forte Band of Chippewa is seeking qualified enrolled Band members to serve as the Director of the Bois Forte Cannabis Regulatory Commission, which is a civil regulatory agency of the Band having oversight of all cannabis-related matters within the Band's jurisdiction. The Director of the Commission is the principal regulatory officer of the Commission and serves as the Commission chairperson. The Director will serve a four-year term upon appointment of the Bois Forte Reservation Tribal Council. Commission members, including the Director, are responsible for a variety of regulatory duties regarding cannabis oversight.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Issue regulations regarding cultivation, production and processing, retail, wholesale distribution, transport, on-site consumption of cannabis, and other cannabis-related topics within the jurisdiction of the Commission.
2. Issue, suspend, and revoke licenses issued under the Bois Forte Cannabis Regulatory Ordinance.
 - Note: The Ordinance allows the Cannabis Regulatory Commission to issue licenses to the Band and entities wholly owned by the Band that are established under Band law. At this time, the Commission is not authorized to issue licenses to other businesses, including Band member owned businesses and other private businesses.
3. Audit, inspect and monitor entities licensed under the Bois Forte Cannabis Regulatory Ordinance in order to ensure compliance with the Ordinance.

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4. Investigate and aid in prosecution of any suspicion of wrongdoing relating to cannabis activities and any suspected violation of the Bois Forte Cannabis Regulatory Ordinance, cooperating with law enforcement and regulators, and cooperating in prosecution of offenders before any court of competent jurisdiction.
5. Enforce the requirements of the Bois Forte Cannabis Regulatory Ordinance and any Cannabis Regulatory Commission regulations.
6. Coordinate with the Minnesota Office of Cannabis Management on regulation of Band-licensed cannabis entities located outside the Band's Territory or interacting with the State market, consistent with the requirements of the Tribal-State Cannabis Compact entered into between the Band and the State of Minnesota.
7. Attend Commission meetings, training, and other inter-governmental meetings or consultations.
8. Carrying out other cannabis-related regulatory duties as the Tribal Council shall direct.
9. Propose and develop rules and regulations governing cannabis activities and operations licensed by the Commission for review and approval by the Commission.
10. May be present at any cannabis operation licensed under this Ordinance during all hours of operation and shall have immediate access to any and all areas of the cannabis operation for the purpose of ensuring compliance with the regulatory provisions of this Ordinance.
11. Investigate reports of potential violations of this Ordinance and provide recommendations regarding enforcement actions to the Commission.
12. Review license applications and provide recommendations to the Commission to grant or deny such applications.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none"> • Management experience in cannabis, horticulture, manufacturing, or healthcare. • Experience working in the cannabis and/or compliance space, including cannabis regulation or gaming regulation. • Experience working with tribal governments and similar work experience. |
| Education: | <ul style="list-style-type: none"> • None. |
| License/Certification: | <ul style="list-style-type: none"> • Must possess a valid State of Minnesota driver's license, reliable transportation, proof of insurance, and be eligible to drive under any other motor vehicle use policies applicable to the position. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"> • Must be age 21 or older. • Be an enrolled member of the Band residing within the State of Minnesota. • Must pass a background check showing that you have not been convicted of any felony or any lesser crime if that crime involved theft, fraud, or misappropriation or embezzlement of money, under any federal, state, or tribal jurisdiction. • Not be any of the following: a member of the Tribal Council or the Bois Forte Gaming Commission; a member of the board of directors of any licensee or tribally owned enterprise that engages in any cannabis activity; an employee of any licensee or tribally owned enterprise that engages in any cannabis activity; and, an employee of Fortune Bay Resort Casino. • In addition to providing work history, the applicant shall certify to the best of their knowledge and belief, that they: <ul style="list-style-type: none"> ○ Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal, state, local or tribal department or agency. ○ Have not, within a five-year period preceding the proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, local or tribal) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, |

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forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, local or tribal).
- Have not, within a three-year period preceding the proposal, had one or more public transactions (federal, state, local or tribal) terminated for cause or default.

PREFERRED QUALIFICATIONS

- None.

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions. *Note: Per the Bois Forte Cannabis Regulatory Ordinance, this position is appointed by the Reservation Tribal Council and must be filled by a member of the Bois Forte Band unless that requirement is waived by the RTC.*

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information, and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

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PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, slbenner@boisforte-nsn.gov Applications received after the closing date will not be accepted.