

NOTICE OF AVAILABLE POSITIONS POKAGON BAND ETHICS BOARD

POSITION DESCRIPTION. The Tribal Council is seeking letters of interest and résumés from Pokagon Band citizens interested in serving on the Pokagon Band Ethics Board. There are (4) seats that are available on the Ethics Board. The Ethics Board, a five-member Board, is an instrumentality of the Pokagon Band government created by the Pokagon Band Ethics Code in fulfillment of Article XVII, Section 3 of the Pokagon Band Constitution. The Ethics Board is responsible for ensuring compliance with the Ethics Code by Pokagon Band officials and employees.

TIME COMMITMENT. The time commitment required to prepare for and attend Ethics Board meetings and perform the business of the Ethics Board will vary. The Ethics Board meets approximately once each month, depending on the needs of the Board, and will meet at additional times as may be needed to address ethics complaints and other specific matters. Typically, meetings are held in the evening on weekdays at various locations. Ethics Board members will be expected to spend several additional hours per month preparing for Board meetings or engaged in other Ethics Board activities. On average, an Ethics Board member can anticipate a total time commitment of approximately 4 hours per month, outside of any travel time.

COMPENSATION. Ethics Board members will be compensated as independent contractors in the amount of \$150 for each meeting and in the amount of \$50 for each hour that a Board meeting exceeds three hours in length. In addition, Board members will be entitled to reimbursement for mileage when using personal vehicles to attend meetings and for other Ethics Board business, in accordance with the Pokagon Band's Travel Policy.

ELIGIBILITY. In order to be eligible for appointment to the Ethics Board, one must meet the following minimum qualifications:

- (a) A bachelor's degree from an accredited college or university or ten (10) years of professional level work experience in relevant areas, such as law, law enforcement, accounting or finance, business management, regulatory and governmental affairs. Advanced degrees and certifications, such as Certified Public Accountant, Juris Doctorate, and Master of Business Administration are preferred, but not required;
- (b) Demonstrated experience in conducting investigations, analyzing and preparing findings and presenting summaries;
- (c) Demonstrated experience in reviewing and interpreting laws, regulations, contracts, and various professional level reports, including financial reports;
- (d) Strong interpersonal, oral, and written communication skills; and

(e) Demonstrated ability to act with impartiality and to deal fairly, effectively and efficiently with situations requiring fact finding and dispute resolution skills.

In addition, no person is able to serve on the Ethics Board if he or she is:

(a) Not a Pokagon Band citizen;

(b) Under the age of twenty-one;

(c) A Public Official or Public Employee;

(d) Employed, in any capacity, by the Pokagon Gaming Authority or Mno-Bmadsen, provided, however, that this shall not include independent contractors or volunteers of such entities; or

(e) Employed or otherwise serves in a position with responsibilities that create a conflict of interest or the appearance of a conflict of interest with the duties and responsibilities of the Board, as determined by the Selection Committee. This subsection does not automatically prevent a Pokagon Band citizen from being appointed.

TERM. The term of office for an Ethics Board member is three years.

APPOINTMENT PROCESS. Appointments to the Ethics Board are made by the Tribal Council upon the recommendation of a selection committee composed of the Chairperson and Vice-Chairperson of the Tribal Council and the Chairperson and Vice-Chairperson of the Elders Council. All persons recommended by the selection committee who wish to be considered for appointment to the Ethics Board must be present at the meeting at which the Tribal Council will review the written statements of interest and resumes; provided, however, that the Tribal Council may for good cause waive this requirement. Any person recommended by the selection committee who believes that good cause exists to not attend such Tribal Council meeting should contact the Executive Secretary to the Tribal Council, who will share the information with the Tribal Council. Please note that the Tribal Council has not yet established the meeting date at which it will consider appointments to the Ethics Board.

HOW TO APPLY. Pokagon Band citizens who wish to be considered for appointment to the Ethics Board must submit a letter of interest along with a current résumé, by one of the following three methods:

Mail: Melissa Rodriguez, Executive Secretary to Tribal Council

P.O. Box 180

Dowagiac, Michigan 49047

Email: Melissa.Rodriguez@pokagonband-nsn.gov

Fax: (269) 782-9625, Attn: Melissa Rodriguez

As stated above, the selection committee will make a recommendation to the Tribal Council regarding the appointments. Therefore, the selection committee may conduct or cause to be conducted on its behalf, an initial screening of those seeking appointment, solely to determine whether the potential appointee meets the minimum qualifications for appointment to the Ethics Board. Please note that if you have previously sought appointment to the Ethics Board pursuant to any previous posting, and you are still interested in seeking appointment to the Ethics Board, you must reapply as provided in this Notice.

QUESTIONS. Questions concerning the Ethics Board or this Notice may be directed to Melissa Rodriguez Melissa.Rodriguez@pokagonband-nsn.gov. Additionally, you may visit the Ethics Board section of the Pokagon Band's website at <http://www.pokagonband-nsn.gov/government/boards/ethics-board>. Also, a copy of the Ethics Code may be obtained from the Pokagon Band's website at <http://www.pokagonband-nsn.gov/government/codes-and-ordinances>.

DEADLINE.

This posting shall remain open until filled.