

NOTICE OF OPEN POSITIONS POKAGON BAND KEE-BOON-MEIN-KAA POW WOW COMMITTEE

POSITION DESCRIPTION. The Pokagon Band Tribal Council is seeking letters of interest and résumés from Pokagon Band Citizens for One (1) Officer and Two (2) Alternate Positions for the Kee-Boon- Mein- Kaa Pow Wow Committee (the “Committee”). The Committee is responsible for planning and conducting the Kee-Boon-Mein- Kaa Pow Wow held each year at the Rodgers Lake campus (Dowagiac, Michigan) on the Saturday and Sunday directly before Memorial Day.

TIME COMMITMENT. The time commitment required to prepare for and attend Committee meetings and perform the business of the Committee will vary. The Committee meets approximately once each month. The closer it gets to the Pow Wow dates, however, the Committee typically meets more than once a month. Further, this is a working Committee, so members are expected to be available for assigned duties Friday night through Sunday evening of the Pow Wow. Committee Members are expected to attend all Committee meetings, which are typically held at the Band’s Administrative Center located at 58620 Sink Road, Dowagiac, Michigan.

COMPENSATION. Committee Members are independent contractors and compensated for service to the Committee at rates established by the Tribal Council. Currently, Committee Members are compensated in the amount of \$75 per Committee meeting. In addition, Committee members are entitled to reimbursement for mileage when using their personal vehicle to attend meetings and for other Committee business in accordance with the Band’s Travel Policy.

ELIGIBILITY. All persons who wish to serve as a Member of the Kee-Boon-Mein- Kaa Pow Wow Committee must: (a) be a Pokagon Band Citizen; (b) actively participate in planning discussions; (c) be physically present and able to help out with assignments Pow Wow weekend; (d) be able to endure Pow Wow conditions (long days, rain, heat, humidity, etc.); (e) be able to maintain a sense of humor and propriety when the day gets long; and (f) enjoy working with the public.

APPOINTMENT PROCESS. Committee Members are appointed by the Tribal Council. All persons who wish to be considered for appointment to the Committee must be present at the meeting at which the Tribal Council will review the letters of interest and résumés; provided, however, that the Tribal Council may for good cause waive this requirement. Any person who believes that good cause exists to not attend such 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 Committee.

TERM. There is no limit to the number of terms a member can serve on the Committee.

ETHICS REQUIREMENTS. As Public Officials, Committee Members are subject to the Pokagon Band Code of Ethics. A copy of the Code of Ethics may be obtained from the Band’s website at <http://www.pokagonband-nsn.gov/government/codes-and-ordinances>.

HOW TO APPLY. Please submit letters of interest along with a current résumé to:

Mail: **Jessica Swisher, Tribal Council Administrative Assistant**
P.O. Box 180
Dowagiac, Michigan 49047

Fax: 269-782-9625, Attn: **Jessica Swisher, Tribal Council**
Administrative Assistant

Email: Jessica.Swisher@pokagonband-nsn.gov

DEADLINE. This posting shall remain open until filled.

QUESTIONS. All questions concerning the Committee, or this notice maybe directed to James Ivy at James.Ivy@pokagonband-nsn.gov