

NOTICE OF OPEN POSITION

The Pokagon Bode'Wadmik Ogitchedaw Board

POSITION DESCRIPTION. The Pokagon Band Tribal Council is seeking letters of interest from the Pokagon Band Citizens to fill a vacancy on the Pokagon Band Pokagon Bode'Wadmik Ogitchedaw Board. Two (2) Board Member positions are vacant. The Pokagon Bode'Wadmik Ogitchedaw Board is responsible for Promoting and celebrating Ogitchedaw, Honor the past Ogitchedaw and preserve honor for the future Ogitchedaw, Consult with the Tribal Council regarding policies, programs, and concerns regarding the Ogitchedaw

TIME COMMITMENT The Pokagon Bode'Wadmik Ogitchedaw Board meets the first Thursday of every month at 5:30 PM, at The Pokagon Community Government Offices in Dowagiac MI. Including meeting preparation, other Pokagon Band Pokagon Bode'Wadmik Ogitchedaw Board business, and time spent at meetings, members will spend approximately 8-10 hours per month to fulfill their responsibilities. The responsibilities of the Pokagon Bode'wadmik Ogitchedaw.

COMPENSATION. The Pokagon Bode'Wadmik Ogitchedaw Board Members are compensated as independent contractors in the amount of \$150.00 per month. In addition, The Pokagon Bode'Wadmik Ogitchedaw Board members may be entitled to reimbursement for mileage when using personal vehicles to attend meetings and for other Pokagon Bode'Wadmik Ogitchedaw Board business. In accordance with the Pokagon Band's Travel Policy.

ELIGIBILITY. To serve on the Pokagon Bode'Wadmik Ogitchedaw Board a Band member must be an organizational member Pokagon Bode'Wadmik Ogitchedaw Board.

APPOINTMENT PROCESS. Any Pokagon Band citizen interested in being appointed to the Board must complete an "Authorization to Conduct Criminal Background Check" Form and pass a limited background check performed by the Pokagon Band Police Department to ensure that the citizen meets the qualifications to serve on Commission. A copy of the form can be obtained by contacting Melissa Rodriguez, Executive Secretary to Tribal Council by telephone at (888) 376-9988 or email at Melissa.Rodriguez@PokagonBand-nsn.gov.

The Pokagon Bode'wadmik Ogitchedaw Board members are appointed to office by the Tribal Council. There currently are two vacant seats on the Pokagon Bode'wadmik Ogitchedaw Board that will be filled by Tribal Council appointment for a 3-year term of office. All persons who wish to be considered for appointment must be present at the meeting at which the Tribal Council will review the letters of interest and résumés, provided 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 Tribal Council Executive Secretary who will share the information with the Tribal Council.

HOW TO APPLY. If you are interested in serving on the Election Board, you must provide a written statement of interest (identifying whether you are seeking a Board member position, along with a current résumé, and a completed Authorization to Conduct Criminal Background, by one of the following three methods:

Mail: Melissa Rodriguez, Executive Secretary to Tribal Council
P.O. Box 180
Dowagiac, Michigan 49047

Fax: (269) 782-9625
Attn: Melissa Rodriguez, Executive Secretary to Tribal Council

Email: Melissa.Rodriguez@PokagonBand-nsn.gov

Please note that if you have previously sought appointment to the Board pursuant to any previous posting, and you are still interested in seeking appointment to the Board, you must reapply as provided in this Notice.

Questions concerning the Pokagon Bode'wadmik Ogitchedaw Board or this notice may be directed to:

Dean Orvis
Wkema
269-783-6971
dean.orvis@pokagonband-nsn.gov

These positions shall be open until filled

ETHICS REQUIREMENTS. As Public Officials, BCCC's are subject to the Pokagon Band Code of Ethics, which includes certain limitations in § 8.15 on appointments and employment applicable to Public Officials. A copy of the Code of Ethics may be obtained by contacting Melissa Rodriguez, Executive Secretary to Tribal Council at (888) 376-9988 or by visiting the Pokagon Band's website at: www.PokagonBand-nsn.gov/government/codes-and-ordinances.

