

## **Notice of Open Positions Curriculum Committee**

**Position Description.** The Pokagon Band Tribal Council is seeking letters of interest from Pokagon Band Citizens to fill a vacancy on the Pokagon Band Curriculum Committee. Two (2) Committee Member Positions are currently open. The Curriculum Committee is responsible for establishing a tribally operated school with culturally based academics and extracurricular activities. The Curriculum Committee typically meets the first Thursday of each month at the Education Conference Room in the Administration Building. Including meeting preparation, other Committee business, and time spent at meetings, members will spend approximately 7 hours per month to fulfill responsibilities. The responsibilities of the Vice-Chairperson include:

- (a) Read and review all documents and other information provided to Committee members;
- (b) Attend Committee meetings;
- (c) Actively participate in the work of the Committee;
- (d) Provide thoughtful input to the deliberations of the Committee;
- (e) Work towards fulfilling the Committee's purpose and Work Plan;
- (f) Execute and return to the Tribal Council Chairperson, the Committee Member Commitment Pledge;
- (g) Organize committee travel to approved schools of interest; and
- (h) Perform such other duties as may be specified by the Committee or the Tribal Council.

**Compensation.** The Curriculum Committee members are compensated as independent contractors. In addition, Curriculum Committee members are entitled to reimbursement for mileage when using personal vehicles to attend meetings and for other Curriculum Committee business.

**Eligibility.** To serve as a member of the Curriculum Committee, a Band citizen must:

- (a) Be a high school graduate
- (b) Be willing to travel
- (c) Have knowledge and interest in various education systems
- (d) Have knowledge of Robert Rules of Order

**Appointment Process.** Curriculum Committee members are appointed to office by the Tribal Council. There is currently one vacant seat on the Curriculum Committee that will be filled by Tribal Council appointment for a 3 year term of office.

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

Jessica Swisher, Administrative Assistant to Tribal Council  
P.O. Box 180  
Dowagiac, Michigan 49047  
Or email [Jessica.Swisher@pokagonband-nsn.gov](mailto:Jessica.Swisher@pokagonband-nsn.gov)

**Deadline:** This position shall remain open until filled.

**Questions:** concerning the Curriculum Committee or this Notice may be directed to Curriculum Committee at [Curriculum.Committee@pokagonband-nsn.gov](mailto:Curriculum.Committee@pokagonband-nsn.gov)

**Ethics Requirement:** As a Public Official, Curriculum Committee members are subject to the Pokagon Band Code of Ethics. A copy of the Code of Ethics may be obtained by contacting Jessica Swisher, Administrative Assistant to Tribal Council at (888) 376-9988 or by visiting the band's website at [www.pokagonband-nsn.gov](http://www.pokagonband-nsn.gov).