

NOTICE OF OPEN ALTERNATE POSITIONS POKAGON BAND LAND USE BOARD

POSITION DESCRIPTION. The Pokagon Band Tribal Council is seeking letters of interest and résumés from Pokagon Band Citizens to fill two (2) Alternate Member positions on the Pokagon Band Land Use Board (the “Board”). The Board is an instrumentality of the Pokagon Band government that was created by the enactment of the Pokagon Band Land Use and Conservation Code (the “Code”). As provided in the Code, the Board’s duties include: (a) researching, preparing and making recommendations to the Tribal Council regarding the classification, reclassification, transfer and acquisition of Pokagon Band land; and (b) researching and developing a Long Term Land Acquisition and Development Plan to guide future growth and to establish goals and priorities for the use of Pokagon Band land. The Board is comprised of five (5) Board Members and two (2) Alternate Members.

TIME COMMITMENT. The Board meets approximately once each month and at additional times as may be needed to fulfill Board duties. Board Members and Alternate Members are expected to attend all Board meetings, and Alternate Members will be seated and vote in the absence of a Board Member(s). Board meetings are typically held at 3:30 p.m. at the Band’s administrative offices located at 58620 Sink Road, Dowagiac, Michigan. Board Members and Alternate Members also are expected to spend several additional hours per month preparing for Board meetings or engaging in other Board activities. The Land Use and Conservation Code is available on the Pokagon Band’s website at <http://www.pokagonband-nsn.gov/government/codes-and-ordinances>.

COMPENSATION. Alternate Members may be compensated as independent contractors for service to the Board, at rates established by the Tribal Council, only if seated at a Board meeting in the absence of a Board Member. In addition, Alternate Members are entitled to reimbursement for mileage when using their personal vehicle to attend meetings and for other Board business in accordance with the Band’s Travel Policy.

ELIGIBILITY. All persons who wish to serve as an Alternate Member of the Board must: (a) be a Pokagon Band Citizen; (b) be at least twenty-five (25) years of age; and (c) possess expertise, knowledge, skills, and professional and personal experience which will contribute to the fulfillment of the purposes and duties of the Board.

APPOINTMENT PROCESS. Alternate Members are appointed by the Tribal Council. All persons who wish to be considered for appointment to the Board 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 Board.

TERM. While Alternate Members serve a term of three (3) years, one of the two appointments is to fill a vacancy for the remaining term of office that will expire on May 10, 2017. There is no limit to the number of terms that an Alternate Member may serve on the Board.

ETHICS REQUIREMENTS. As Public Officials, Alternate 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, 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

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.

DEADLINE. This posting shall remain open until filled.

QUESTIONS. All questions concerning the Board, the Land Use and Conservation Code, or this Notice may be directed to Steve Winchester, Council Member and Land Use Board Chairman at (269) 591-0119 or Steve.Winchester@PokagonBand-nsn.gov.