

NOTICE OF AVAILABLE POSITION POKAGON BAND ENROLLMENT COMMITTEE

POSITION DESCRIPTION

The Tribal Council is seeking letters of interest from Pokagon Band citizens interested in serving on the Pokagon Band Enrollment Committee. There is (1) open seat on the Enrollment Committee. The Enrollment Committee is a five-member Committee. The responsibilities of the Enrollment Committee include, but are not limited to: (a) oversight, review, and recommendations to the Tribal Council on all applications for enrollment, (b) making recommendations to the Tribal Council on enrollment policies, laws, and citizen actions, (c) maintaining the Current Roll, and (d) aiding the Pokagon Band's Enrollment staff in the administration of the Pokagon Band's enrollment laws and procedures.

TIME COMMITMENT

The time commitment required to prepare for and attend Enrollment Committee meetings and perform the business of the Enrollment Committee will vary. Enrollment Committee meetings are typically held in the evening on the second Monday of each month at the Pokagon Band's administrative offices located at 58620 Sink Road, Dowagiac, Michigan. On average, a Committee member can anticipate a total time commitment of approximately five to ten hours per month.

COMPENSATION

Enrollment Committee members are independent contractors and compensated for service to the Enrollment 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 personal vehicles to attend meetings and for other Enrollment Committee business, in accordance with the Pokagon Band's Travel Policy.

ELIGIBILITY

In order to be eligible for appointment to the Enrollment Committee, one must be a Pokagon Band citizen. Although not required for appointment, the following skills are preferred: (a) detail-oriented, (b) achievement-oriented, (c) ability to work with the highest level of confidentiality and discretion, and (d) have a good knowledge of math fundamentals.

ETHICS REQUIREMENTS

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

CONFIDENTIALITY

Committee members are prohibited from disclosing confidential information.

TERM

The term of office for Enrollment Committee members is two years.

HOW TO APPLY

Pokagon Band citizens who wish to be considered for appointment, must submit a letter of interest and a current résumé, by one of the following three methods:

Mail: Pokagon Band of Potawatomi Indians
Attn: Jessica Swisher, Administrative Assistant to the Tribal Council

P.O. Box 180
Dowagiac, Michigan 49047

Fax: (269) 782-9625, Attn: Jessica Swisher

Email: Jessica.Swisher@pokagonband-nsn.gov

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

APPOINTMENT PROCESS

Committee members are appointed by the Tribal Council. 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.

QUESTIONS

If you have questions concerning the Enrollment Committee, please contact Daniel Hossler, Enrollment Supervisor at (269) 462-4238 or Daniel.Hossler@pokagonband-nsn.gov. For additional information about the Enrollment Committee, you may also consult the Pokagon Band's Enrollment Ordinance, which is posted on the Pokagon Band's website at <http://www.pokagonband-nsn.gov/government/codes-and-ordinances>.

DEADLINE

This posting shall remain open until filled.