

# **NOTICE OF OPEN POSITIONS**

## **REVENUE ALLOCATION CODE REVIEW COMMITTEE**

### **POSITION DESCRIPTION**

The Tribal Council recently revised the eligibility requirements for the recently established Revenue Allocation Code Review Committee (“Committee”) and is seeking letters of interest and resumes from Band citizens to fill the one open Alternate position for Band citizens. The Committee is a seven-person Committee, comprised of one Tribal Council member (and one Tribal Council member Alternate), one Elders Council member (and one Elders Council member Alternate), and five Band citizens (and one Band citizen Alternate).

### **DESCRIPTION OF COMMITTEE RESPONSIBILITIES**

In accordance with the requirements of the Federal Indian Gaming Regulatory Act, the Band adopted a Gaming Revenue Allocation Plan (“RAP”), which provides for the allocation of available net gaming revenue (after certain costs and expenses) from the Band’s gaming operations among Band government operations, Band economic development, and Band citizens (via per capita payments).

The Tribal Council established the Committee to review the RAP and determine whether there are any provisions within the RAP that the Committee recommends be amended. Additionally, the Tribal Council tasked the Committee with evaluating and providing a recommendation regarding a prior recommendation from the Committee’s 2017 report. (Any amendments to the RAP must be approved in the following order: the Tribal Council, the Band citizens in an election, and the Secretary of the U.S. Department of the Interior.) The Committee is required to become familiar with the RAP, become familiar with the Band’s net gaming revenues, tribal government operations, tribal economic development, and the three different accounts under the RAP (Tribal Government Account, the Economic Development Account, and the Per Capita Payment Account), and the requirements of a RAP under federal law and regulations. Additionally, the Committee is required to prepare and present a written report to the Tribal Council containing the Committee’s recommendations of proposed amendments to the RAP, including the Committee’s evaluation of a prior recommendation, and how the proposed amendments, if approved, address the items of concern provided in federal law and regulations, including demonstrating that the amended RAP is adequate with respect to funding tribal government operations or programs and promoting tribal economic development. The Committee’s written report to the Tribal Council is due not later than September 25, 2021.

### **ELIGIBILITY**

All persons who wish to serve as a Committee member or an Alternate must: (a) be a Band citizen, (b) be at least 22 years of age, (c) have either (1) a minimum of five (5) years of experience in management, public or business administration, accounting, or law, or (2) ) a bachelor’s degree in public or business administration, accounting, finance, political science, or a related academic area, and (d) possess organizational savvy.

### **TIME COMMITMENT**

As a recently established Committee, the time commitment required to prepare for and attend Committee meetings and perform the responsibilities of the Committee is not currently known. The Committee currently meets every Thursday at 6:00 pm. The Committee will meet as needed to fulfill the duties of the Committee. Committee members and Alternates are expected to attend all Committee meetings.

## **COMPENSATION**

Committee members and Alternates are independent contractors and compensated for service to the Committee at rates established by the Tribal Council. Currently, the compensation rate per meeting established for Committee members (in non-officer positions) is \$75 per meeting. In addition, Committee members and Alternates are entitled to reimbursement for mileage when using personal vehicles to attend Committee meetings, in accordance with the Band's Travel Policy.

## **TERM**

Committee members and Alternates serve at the pleasure of the Tribal Council. Because the Committee has a limited duration, the term will commence upon appointment and conclude upon the dissolution of the Committee. The Committee will automatically dissolve following the Committee's presentation to the Tribal Council of the Committee's written report.

## **ETHICS REQUIREMENTS**

As Public Officials, Committee members and Alternates are subject to the Code of Ethics. A copy of the Code of Ethics may be obtained from the Band's website.

## **CONFIDENTIALITY**

Committee members and Alternates are prohibited from disclosing confidential information obtained as a result of participation on the Committee. Additionally, all Committee members and the Alternate will be required to sign an acknowledgement of the confidentiality requirements.

## **APPOINTMENT PROCESS**

Appointments to the Committee are made by the Tribal Council.

Before any Band citizen is appointed to serve on the Committee, the Tribal Council will verify a potential appointee meets the requirements to serve on the Committee. Anyone not meeting the eligibility requirement shall not be considered for appointment to the Committee.

All persons who wish to be considered for appointment must be present at the meeting at which the Tribal Council will review the written statements of interest and resumes; but 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. The Tribal Council has not yet established the meeting date at which it will consider appointments to the Committee.

## **HOW TO APPLY**

Band citizens who meet the qualifications and wish to be considered for appointment to the Committee, must submit a current resume and a written statement of interest (identifying whether you are seeking the Committee member position or the Alternate position) to Jessica Swisher, Administrative Assistant to the Tribal Council, by one of the following three methods:

Mail: Pokagon Band of Potawatomi Indians  
Attn: Jessica Swisher  
P.O. Box 180  
Dowagiac, Michigan 49047

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

Email: Jessica.Swisher@pokagonband-nsn.gov

**DEADLINE**

This posting shall be open until the open positions are filled.

**QUESTIONS**

The Tribal Council adopted bylaws for the Committee. The bylaws include additional information about the Committee. A copy of the bylaws is posted on the Band's website. If you have any questions concerning the Committee, please contact the Band's Office of General Counsel at (269) 783-0970.