

# **NOTICE OF OPEN POSITIONS**

## **Pokagon Development Authority**

### **Board of Directors**

**POSITION DESCRIPTION.** The Tribal Council is seeking letters of interest and résumés from persons interested in serving on the Board of Directors (“Board”) for the Pokagon Development Authority (“Development Authority”). There are currently two (2) officer seats open. The Board was created by the adoption of the Pokagon Development Authority Code (“Code”). As provided in the Code, the duties of the Board include to: (1) manage and carry out the duties and powers of the Development Authority, (2) manage and control the business, property, and affairs of the Development Authority, and (3) oversee the performance of the Executive Director of the Development Authority. The Development Authority’s objectives include increasing and diversifying the Pokagon Band’s non-gaming economic development. The Board is comprised of seven (7) Board members. The Tribal Council is looking to make the initial appointments of seven (7) Board members.

**TIME COMMITMENT.** The time commitment required to prepare for and attend Board meetings and perform the business of the Board outside of meetings will vary depending on the needs of the Board. The dates and times of the Board’s meetings have not yet been established, but the Code requires that regular meetings be held monthly and special meetings as needed.

**ELIGIBILITY.** In order to be eligible for appointment to, and to serve on the Board, you must:

- (1) possess expertise, knowledge, skill, and professional and personal experience which will contribute to the fulfillment of the duties of the Board; and
- (2) not have been convicted within the last ten (10) years of a crime subject to imprisonment for a term of one (1) year or longer, excepting those crimes determined by the Tribal Council to relate to the furtherance of the Pokagon Band’s tribal sovereignty rights.

Additionally, the Code provides that up to two (2) non-Pokagon Band citizens may serve on the Board, provided that such non-Pokagon Band citizen has:

- (1) a minimum of ten (10) years' experience in private sector management, business administration, accounting, or law; or
- (2) (a) a minimum of five (5) years' experience in private sector management, business administration, accounting, or law, and (b) a bachelor's degree from an accredited college or university.

**TERM LENGTH.** Board members serve a three (3) year term of office. However, because these are the initial appointments to the Board, in order to achieve staggered terms, the initial terms of office will be of varying lengths between one (1) and three (3) years.

**COMPENSATION.** Board members are compensated for service to the Board at rates established by the Tribal Council. The current rate established by the Tribal Council for Board member compensation is \$150 per meeting (with an addition amount per meeting for certain officer positions). In addition, Board members are entitled to reimbursement for mileage when using their personal vehicle to attend meetings and for other Board business in accordance with the Pokagon Band's Travel Policy. Board members are not Pokagon Band employees.

**APPOINTMENT PROCESS.** Appointments to the Board are made 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 written statements 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 Tribal Council 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 the appointments to the Board.

**HOW TO APPLY.** If you are interested in being considered for appointment to the Board, you must provide a current résumé along with a written statement of interest with your name, address, and telephone number by one of the following methods:

Mail: Samantha Townsend, Tribal Council Administrative Assistant

Email: P.O. Box 180  
Dowagiac, Michigan 49047

Samantha.Townsend@pokagonband-nsn.gov

**QUESTIONS.** Questions concerning the Board may be directed to Alex Wesaw, Tribal Council Member at large, at [Alex.Wesaw@pokagonband-nsn.gov](mailto:Alex.Wesaw@pokagonband-nsn.gov). The Code is available on the Pokagon Band's website at: <http://www.pokagonband-nsn.gov/government/codes-and-ordinances>.

**ETHICS REQUIREMENTS.** As Public Officials, Board members are subject to the Pokagon Band Code of Ethics. The Code of Ethics is available on the Pokagon Band's website at: <http://www.pokagonband-nsn.gov/government/codes-and-ordinances>.

**DEADLINE.** The posting shall be open until filled.