

Notice of Open Alternate Position

Traditions/Repatriations Committee

POSITION DESCRIPTION. The Pokagon Band Tribal Council is seeking letters of interest and résumés from Pokagon Band Citizens for one (1) Alternate Position on the Pokagon Band Traditions/Repatriation Committee (the “Committee”). The Committee has the responsibility of advising the Band on cultural issues, and for reviewing and acting on repatriation issues on behalf of the Tribe. The Committee works closely with the Department of Language and Culture, and serves as the advisory body to the Pokagon Band Historic Preservation Office (THPO).

TIME COMMITMENT. The Committee meets approximately once each month to address general cultural issues and once per month to address issues with the THPO. The time commitment required to prepare for and attend Committee meetings and perform the business of the Committee will vary. The Committee may also meet at additional times as needed to fulfill Committee duties. Committee Members are expected to attend all Committee meetings, which are typically held at the Band’s Administration Building located at 58620 Sink Road, Dowagiac, Michigan.

COMPENSATION. Committee Members are independent contractors and compensated for service to the 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 their personal vehicle to attend meetings and for other Committee business in accordance with the Band’s Travel Policy.

ELIGIBILITY. All persons who wish to serve as a member of the Traditions/Repatriation Committee must have an interest in and respect for the traditions, culture, history, and language of the Pokagon Band and the Potawatomi Nation. Familiarity with the cultural teachings and practices of the Potawatomi is appreciated. Prospective members must be flexible in meeting times and locations, and be able to handle several projects at once.

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

TERM. There is no limit to the number of terms a member can serve on the Committee.

ETHICS REQUIREMENTS. As a Public Official, 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, www.pokagonband-nsn.gov.

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

Mail: Jessica Swisher, Administrative Assistant to Tribal Council
P.O. Box 180
Dowagiac, Michigan

Fax: (269) 782-9625
Attn: Jessica Swisher, Administrative Assistant to Tribal Council

Email: Jessica.Swisher@Pokagonband-nsn.gov

DEADLINE. This posting shall remain open until filled.

QUESTIONS. All questions concerning the Committee, or this notice maybe directed to Christine Morseau at Christine.Morseau@pokagonband-nsn.gov