

## **NOTICE OF AVAILABLE POSITIONS POKAGON RIGHTS BOARD**

**POSITION DESCRIPTION.** The Pokagon Band Tribal Council is seeking letters of interest and résumés from Pokagon Band citizens interested in serving on the Pokagon Rights Board (the “Board”). There is one (1) Alternate Member positions that are currently vacant. The Board is an instrumentality of the Pokagon Band government that was created through enactment of the Pokagon Rights Board Code (the “Code”). As provided in the Code, the Board’s duties include: (a) researching and investigating aboriginal rights, treaty rights and sacred sites; (b) compiling and cataloging information and documents related to aboriginal rights, treaty rights and sacred sites; and (c) making recommendations to the Tribal Council regarding aboriginal rights, treaty rights and sacred sites. The Board is comprised of five persons as follows: (a) the Director of the Band’s Department of Natural Resources; and (b) four Pokagon Band citizens. Additionally, the Board has two Alternate Members who are also expected to attend all Board meetings and will be seated and vote in the absence of a Board Member. The Code is available on the Pokagon Band’s website at <http://www.pokagonband-nsn.gov/government/codes-and-ordinances>.

**TIME COMMITMENT.** The time commitment required to prepare for and attend Board meetings and perform the business of the Board will vary. 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, which are typically held in the evening, during the week at the Band’s administrative offices located at 58620 Sink Road, Dowagiac, Michigan.

**COMPENSATION.** Board Members and Alternate Members are independent contractors and compensated for service to the Board at rates established by the Tribal Council. Currently, Board Members are compensated in the amount of \$150 per Board meeting. Alternate Members are compensated only if seated at a Board meeting in the absence of a Board Member. Board Members and 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 a Board Member or Alternate Member must be a Pokagon Band citizen who: (a) is at least twenty-one (21) years of age; and (b) possesses expertise, knowledge, skills, and professional and personal experience which will contribute to the fulfillment of the purposes and duties of the Board.

**ETHICS REQUIREMENTS.** As Public Officials, Board Members and Alternate 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.** Board Members and Alternate Members are prohibited from disclosing confidential information, which will include information related to aboriginal rights, treaty rights and sacred sites.

**HOW TO APPLY.** Pokagon Band citizens who wish to be considered for appointment to the Board, either as a Board Member or Alternate Member, must submit a letter of interest (identifying whether you are seeking a Board Member or Alternate Member position) 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](mailto: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.

**APPOINTMENT PROCESS.** Board Members and Alternate 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 Jessica Swisher, the Administrative Assistant to the Tribal Council, at (269) 782-6323 or [Jessica.Swisher@pokagonband-nsn.gov](mailto:Jessica.Swisher@pokagonband-nsn.gov), who will share the information with the Tribal Council.

**TERM.** Terms of office for Board Members and Alternate Members are three years; however, the current available Board Member position has approximately seven months remaining on the term of office. There is no limit to the number of terms one may serve.

**DEADLINE.** This posting shall remain open until filled by appointment by the Tribal Council.

**QUESTIONS.** All questions concerning the Board, the Code, or this Notice may be directed to Steve Winchester, Board Chair, at (269) 591-0119 or [Steve.Winchester@pokagonband-nsn.gov](mailto:Steve.Winchester@pokagonband-nsn.gov).