

## **NOTICE OF OPEN POSITION POKAGON BAND SALARY COMMISSION**

**POSITION DESCRIPTION.** The Pokagon Band Tribal Council is seeking letters of interest and résumés from Pokagon Band citizens to fill (1) One vacancie on the Pokagon Band Salary Commission (“Commission”). The Commission is an independent board required by the Pokagon Band Constitution and created by the adoption of the Salary Commission Code (“Code”). The Commission is a five-person Commission and responsible for preparing recommendations to the Tribal Council regarding the compensation levels to be paid to the Tribal Council, Pokagon Band Judges, and such other elected or appointed positions as may be designated by the Tribal Council.

**TIME COMMITMENT.** The time commitment required to prepare for and attend Commission meetings and perform the business of the Commission will vary as the Commission meeting dates and times vary depending upon the needs of the Commission, which meets more often as the Commission prepares and presents their recommendations to the Tribal Council; however, the Commission meetings are typically held at the Pokagon Band’s Community Center in Dowagiac, Michigan. Apart from time spent at Commission meetings, Commission members may spend additional hours per month engaged in other Commission activities. The Code is available on the Pokagon Band’s website at: <http://www.pokagonband-nsn.gov/government/codes-and-ordinances>.

**COMPENSATION.** Commissioners are compensated in the amount of \$150 for attending each Commission meeting. In addition, Commission members are entitled to reimbursement for mileage when using personal vehicles to attend meetings and for other Commission business in accordance with the Pokagon Band’s Travel Policy.

**ELIGIBILITY.** To serve as a Salary Commissioner, a Pokagon Band citizen must:

- (a) Be at least twenty-five (25) years of age;
- (b) Not be incarcerated for any criminal conviction;
- (c) 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 Election Board and/or Jessica Swisher to relate to the furtherance of the Band’s tribal sovereignty rights; and

(d)Not be a member of the Tribal Council, the Tribal Judiciary, the Election Board, the Ethics Board, an Officer of the Elders Council, or any Personnel Committee the Tribal Council may establish, or an employee of the Band.

**TERM.** Salary Commissioners are initially elected by the citizens to three-year terms of office.

**APPOINTMENT PROCESS.** Any Pokagon Band citizen interested in being appointed to the Commission must complete an “Authorization to Conduct Criminal Background Check” Form and pass a limited background check performed by the Pokagon Band Police Department to ensure that the citizen meets the qualifications to serve on Commission. A copy of the Form can be obtained by contacting Jessica Swisher, Administrative Assistant to the Tribal Council by telephone at (888) 376-9988 or email at [Jessica.Swisher@PokagonBand-nsn.gov](mailto:Jessica.Swisher@PokagonBand-nsn.gov).

All persons who wish to be considered for appointment to the Commission must be present at the meeting at which the Tribal Council will review the letters of interest and resumes; 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, who will share this 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 Commission.

**HOW TO APPLY.** Citizens who meet the qualifications, and are willing to be considered for appointment to the Commission, must submit to the Pokagon Band, all of the following: (a) a letter of interest, (b) a current résumé, and (c) a completed “Authorization to Conduct Criminal Background Check” Form, by one of the following three methods:

Mail: Jessica Swisher, Administrative Assistant to Tribal Council

P.O. Box 180

Dowagiac, Michigan 49047

Email: [Jessica.Swisher@pokagonband-nsn.gov](mailto:Jessica.Swisher@pokagonband-nsn.gov)

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

Please note that if you have previously sought appointment to the Commission pursuant to any previous posting announcing a vacancy in the Commission, and you

are still interested in seeking appointment to the Commission, you must reapply as provided in this Notice.

**ETHICS REQUIREMENTS.** As Public Officials, Salary Commissioners are subject to the Pokagon Band Code of Ethics, which includes certain limitations in § 8.15 on appointments and employment applicable to Public Officials. A copy of the Code of Ethics may be obtained by contacting Jessica Swisher, Administrative Assistant to the Tribal Council at (888) 376-9988 or by visiting the Pokagon Band's website at: <http://www.pokagonband-nsn.gov/government/codes-and-ordinances>.

**DEADLINE.** This posting shall be open until all positions are filled.

**QUESTIONS.** All questions concerning the Commission, the Salary Commission Code, or this Notice may be directed to Jessica Swisher