

**NOTICE OF OPEN POSITION
TRIBAL ART REVIEW COMMITTEE**

POSITION DESCRIPTION. The Pokagon Band Tribal Council is seeking letters of interest from Pokagon Band Citizens to fill a vacancy of the Pokagon Band Tribal Arts Review Committee. There is (1) alternate position vacant. The Tribal Art Review Committee is responsible for procurement of artwork from tribal citizens for various tribal venues and events as well as mounting several art shows annually. The Tribal Art Review Committee meets on the first Monday of the month at the Community Center then following month the Committee meets on the first Saturday at Four Winds New Buffalo. Including meeting preparation, other Tribal Art Review Committee business, and time spent at meetings, members will spend approximately 5 hours per month fulfilling their responsibilities. The responsibilities of the Alternate include:

- (a) Read and review all documents and other information provided to Committee Members;
- (b) Attend Committee meetings;
- (c) Actively participate in the work of the Committee;
- (d) Provide thoughtful input to the deliberations of the Committee;
- (e) Work towards fulfilling the Committee's purpose and Work Plan;
- (f) Execute and return to the Tribal Council Chairperson, the Committee Member Commitment Pledged; and
- (g) Perform such other duties as maybe be specified by the Committee, required under Pokagon Band Law or as expressly directed by the Tribal Council.

COMPENSATION. Tribal Art Review Committee Alternates are eligible to receive mileage for traveling to meetings. (If the Alternate is recognized and seated as a Committee Member for that meeting will receive the amount of 75.00 for that meeting.)

ELIGIBILITY. To serve as member of the Tribal Art Review Committee, a Band citizen must:

- (a) Be a Pokagon Band Citizen;
- (b) Be in the local area;
- (c) Be at least eighteen (18) years of age;
- (d) Be available to attend monthly meetings; and
- (e) Be able to travel for meetings.

APPOINTMENT PROCESS. Tribal Art Review Committee members are appointed to office by the Tribal Council. There is currently one vacant seat on the Tribal Arts Review Committee that will be filled by Tribal Council appointment for an unlimited term of office.

Please note that if you have previously sought appointment to the Tribal Art Review Committee pursuant to any previous posting announcing a vacancy, and you are still interested in seeking appointment to the Tribal Art Review Committee, you must reapply as provided in this notice.

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 49047

Email: Jessica.Swisher@pokagonband-nsn.gov

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

Questions concerning the Tribal Art Review Committee, or this Notice maybe directed to Angie Rice, Committee Chairwoman, by phone at (574) 993-1798 or by email at Angela.Rice@pokagonband-nsn.gov

This position shall be open until filled.

ETHICS REQUIREMENTS. As a Public Official, Tribal Art Review Committee members are subject to the Pokagon Band Code of Ethics. A copy of the Code of Ethics may be obtained by contacting Melissa Rodriguez , Tribal Council Executive Secretary at (269) 462-4203 or by visiting the Band's website, www.pokagonband-nsn.gov.