

Notice of Open Positions - Election Board

POSITION DESCRIPTION: The Pokagon Band Tribal Council is seeking letters of interest and resumes from Pokagon Band citizens who are interested in serving on the Pokagon Band Election Board. The Election Board has one (1) Officer position open and one (1) Alternate position open. Provided below is information regarding the Election Board and how to be considered Tuesday, August 15, 2023, for appointment.

TIME COMMITMENT: The time commitment required to prepare for and attend Election Board meetings, conduct elections, and perform the business of the Election Board will vary. The Election Board is typically more active during the time leading up to and during the General Election and Elders Election. Additionally, there may be Referendums, Special Elections, Petitions, and Recalls that will require Election Board action. General Elections occur on the second Saturday of July and Elders Council Elections occur on the second Saturday of November. The dates of the Election Board meetings vary, but typically occur after 5:00 p.m. and are held at the Pokagon Band's administrative offices at 58620 Sink Road, Dowagiac, Michigan. On average, a Board member or Alternate member can anticipate a time commitment of approximately 10 to 25 hours per month, with the busiest time being the months of May, June, July, September, October, and November.

COMPENSATION: Board members and Alternate members are independent contractors and are compensated for service to the Board at rates established by the Tribal Council. Board members receive a stipend for each meeting and Election attended. The amount of the stipend varies, depending on the seat held; however, Board members receive a minimum stipend of \$150 per meeting. Alternate members are compensated only if seated at a Board meeting in the absence of a Board member. Board members and Alternates 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.

QUALIFICATIONS: All persons who wish to serve on the Election Board, either as a Board member or Alternate member, must: (a) be an eligible voter of the Band; (b) be at least 25 years of age; (c) not be incarcerated for any criminal conviction; (d) not be presently a member of or candidate for Tribal Council, the Tribal Judiciary, the Ethics Board, or the Salary Commission; and (e) not have been convicted within the last ten years of a crime subject to imprisonment for a term of one year or longer, excepting

those crimes determined by the Election Board to relate to the furtherance of the Band's tribal sovereignty rights.

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 www.PokagonBand-nsn.gov/Government/Codes-and-Ordinances.

APPOINTMENT PROCESS: Election 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 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 the Tribal Council Executive Secretary who will share the information with the Tribal Council. Prior to any appointment, Tribal Council will determine whether the interested person meets the qualifications required to serve on the Election Board. In order to make this determination, all persons seeking appointment to the Election Board must undergo a limited criminal background check to be performed by the Pokagon Band Tribal Police to ensure that the candidate meets the qualifications to serve on the Election Board. Thus, all persons interested in appointment must complete an Authorization to Conduct Criminal Background Check. You must contact Theresa Barber, the Election Clerk, at (269) 782 9475 or (888) 782-9475 to obtain an Authorization to Conduct Criminal Background Check Form.

TERM: The term of office for an Election Board member is four (4) years. There is no limit to the number of terms a member can serve on the Board.

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 resume, by one of the following three methods:

Mail: Samantha Townsend, Administrative Assistant to Tribal Council
P.O. Box 180
Dowagiac, Michigan 49047

Fax: (269) 782-9625
Attn: Samantha Townsend, Administrative Assistant to Tribal Council

Email: Samantha.Townsend@PokagonBand-nsn.gov

Please note that if you have previously sought appointment to the Election 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.

DEADLINE: This position will be open for 30 days from the date of posting.

QUESTIONS: All questions concerning the Election Board, or this Notice may be directed towards the Election Board office at (269) 782-9475 or (888) 782-9475. For additional information about the Election Board and the election process, you may also consult the Band's Election Code, which is posted on the Band's website at www.PokagonBand-nsn.gov/government/Codes-and-Ordinances.