

Notice of Open Positions - Tribal Art Committee

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 Tribal Art Committee. Tribal Art Committee has one (1) Alternate position open. The Tribal Art Committee is responsible for procurement of artwork from tribal citizens for various tribal venues and events, as well as attending several Art shows annually. The responsibilities of the Tribal Art Committee 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.

TIME COMMITMENT: The Committee meets approximately once each month to address general Tribal Art issues. The meeting location and time alternates each month, from Monday at the Rodgers Lake campus one month, to Saturday at either Four Winds New Buffalo or Four Winds South Bend the next. Including meeting preparation, other Tribal Art Committee business, and time spent at meetings, members will spend approximately five hours per month fulfilling their responsibilities.

COMPENSATION: Tribal Art 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, they will receive the amount of \$75.00 for that meeting.

QUALIFICATIONS: All persons who wish to serve as a member of the Tribal Art Committee must: (a) be a Pokagon Band Citizen; (b) be in the local area; (c) be at least 18 years of age; (d) be available to attend monthly meetings; and (e) be able to travel for meetings.

ETHICS REQUIREMENTS: As a Public Official, Tribal Art Committee members are subject to the Pokagon Band Code of Ethics. A copy of the Code of Ethics may be obtained by contacting Samantha Townsend, Administrative Assistant to Tribal Council at (269) 462-4236 or by visiting the Band's website, www.PokagonBand-nsn.gov.

APPOINTMENT PROCESS: Tribal Art Review Committee members are appointed to office by the Tribal Council.

TERM: The term of office for a Tribal Art Committee member is one (1) to three (3) years. There is no limit to the number of terms a member can serve on the Committee.

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

Mail: Samantha Townsend, Administrative Assistant to Tribal Council

P.O. Box 180

Dowagiac, Michigan 49047

Fax: (269) 462-4236

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 Tribal Art Committee pursuant to any previous posting, and you are still interested in seeking appointment to the Tribal Art Committee, you must reapply as provided in this notice.

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

QUESTIONS: All questions concerning the Tribal Art Committee, or this Notice may be directed towards Angela Rice, Tribal Art Chair, tribalart.committee@pokagonband-nsn.gov