

Notice of Open Positions – Wage & Salary Commission

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 Wage & Salary Commission. The Wage & Salary Commission, the “Commission”, has three (1) Officer position open. The Commission is an independent board required by the Pokagon Band Constitution and created by the adoption of the Wage & Salary Commission Code (“Code”). The Commission is a five-member 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 meeting dates and times change 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: 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.

QUALIFICATIONS: All persons who wish to serve as a member of the Wage & Salary Commission 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 Samantha Townsend 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 Elder's Council, any Personnel Committee the Tribal Council may establish, or an employee of the Band.

ETHICS REQUIREMENTS: As Public Officials, The Wage & Salary Commissioners are subject to the Pokagon Band Code of Ethics, which includes certain limitations in

section 8.15 on appointments and employment applicable to Public Officials. A copy of the Code of Ethics may be obtained by contacting Samantha Townsend, Administrative Assistant to the Tribal Council at (888) 376-9988 or by visiting the Pokagon Band's website at: [www.PokagonBand-nsn.gov/ Government/Codes-and-Ordinances](http://www.PokagonBand-nsn.gov/Government/Codes-and-Ordinances).

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 Samantha Townsend, Administrative Assistant to the Tribal Council by telephone at (888) 376-9988 or email at Samantha.Townsend@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.

TERM: The term of office for Wage & Salary Commissioners is three (3) years. There is no limit to the number of terms a member can serve on the Commission.

HOW TO APPLY: Pokagon Band citizens who wish to be considered for appointment to the Commission, either as a commissioner or Alternate Member, must submit a letter of interest (identifying whether you are seeking a commissioner 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) 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 Commission pursuant to any previous posting, and you are still interested in seeking appointment to the Commission, 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 Salary Commission, or this Notice may be directed , at WageSalary@pokagonband-nsn.gov> Additionally, a copy of the Code may be obtained from the Pokagon Band's website www.PokagonBand-nsn.gov/Government/Codes-and-Ordinances.