

Notice of Open Positions – 2024 Mawtheshnowen (Gathering) Committee

POSITION DESCRIPTION: The Pokagon Band Tribal Council is seeking letters of interest from Pokagon Band Citizens who are interested in serving on the 2024 Mawtheshnowen (Gathering) Committee. 2024 Mawtheshnowen (Gathering) Committee, the "Committee", has seven (7) Member positions open, plus (2) paid Alternate positions. The Committee is responsible for planning and conducting the 2024 Mawtheshnowen (Gathering) Committee held throughout all Pokagon Band properties, with some events being held at Four Winds South Bend Hotel & Casino.

TIME COMMITMENT: The time commitment required to prepare for and attend Committee meetings and perform the business of the Committee will vary. The Committee meets approximately once each month. The closer it gets to the Gathering dates; however, the Committee typically meets more than once a month. Further, this is a working Committee, so members are expected to be available for assigned duties Sunday through Sunday evening of the 2024 Mawtheshnowen (Gathering), with a 12-hour day commitment. Committee Members are expected to attend all Committee meetings which are typically held at the Band's Administrative Center located at 58620 Sink Road, Dowagiac, Michigan.

COMPENSATION: Committee Members are independent contractors and compensated for service to the Committee at rates established by the Tribal Council. Currently, Committee Members are compensated in the amount of \$75 per Committee meeting. Alternates will be paid for attending meetings, but unable to vote unless they are seated as a member. In addition, Committee members and Alternates are entitled to reimbursement for mileage when using their personal vehicle to attend meetings and for other Committee business in accordance with the Band's Travel Policy.

QUALIFICATIONS: All persons who wish to serve as a member of the 2024 Mawtheshnowen (Gathering) Committee must: (a) be a Pokagon Band Citizen; (b) be at least 18 years of age, (c) actively participate in planning discussions; (d) be physically present and able to help out with all Gathering activities; (e) be able to endure all weather conditions (long days, rain, heat, humidity, etc.); (f) be able to maintain a sense of humor and propriety when the day gets long; and (g) enjoy working with the public.

ETHICS REQUIREMENTS: As Public Officials, Committee Members are subject to the Pokagon Band Code of Ethics. A copy of the Code of Ethics may be obtained from the Band's website at www.PokagonBand-nsn.gov/Government/Codes-and-Ordinances.

APPOINTMENT PROCESS: Committee Members are appointed by the Tribal Council. All persons who wish to be considered for appointment to the Committee must be present at the meeting at which the Tribal Council will review the letters of interest provided, however, 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 Executive Secretary to the Tribal Council, who will share the 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 Committee.

TERM: The term of office for a 2024 Mawtheshnowen (Gathering) Committee member is a One (1) year term.

HOW TO APPLY: Pokagon Band citizens who wish to be considered for appointment to the Committee, either as a Committee Member or Alternate Member, must submit a letter of interest (identifying whether you are seeking a Committee Member or Alternate Member position), 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 Committee pursuant to any previous posting, and you are still interested in seeking appointment to the 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 Committee, or this notice may be directed to the 2024 Mawtheshnowen (Gathering) Committee group email:
2024.mawtheshnowen@pokagonband-nsn.gov