

Notice of Open Positions – Gathering Pow Wow Committee

POSITION DESCRIPTION AND DUTIES: The Pokagon Band Tribal Council is seeking letters of interest and resumes from Pokagon Band Citizens who are interested in serving on the Gathering Pow Wow Committee. Gathering Pow Wow Committee, the "Committee," has five (5) Member positions open and two (2) alternate positions open. In addition to any requirements under Pokagon Band law and policy and the Handbook, the duties of the Committee include (a) Planning and conducting the Pow Wow, which shall include, without limitation, consulting and coordinating with the Government Manager, Tribal Council, and the 2024 Mawtheshnowen Committee in connection with the Pow Wow; (b) performing such other duties as may be assigned by the Government Manager, the Tribal Council, or the 2024 Mawtheshnowen Committee; (c) Provide updates regarding the Pow Wow as may be requested by the Government Manager, the Tribal Council or the 2024 Mawtheshnowen Committee; and (d) Attending all 2024 Mawtheshnowen Committee meetings. The Committee may designate a member of the Committee to attend the 2024 Mawtheshnowen Committee meetings.

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 Pow Wow 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 Thursday, August 1, 2024 through Sunday, August 4, 2024 for the Pow Wow being held in conjunction with the 2024 Mawtheshnowen (Gathering). This will be a 12-hour per day commitment and may be in various weather conditions. Committee Members are expected to attend all Committee meetings which are typically held at the Bands Administrative Center located at 58620 Sink Road, Dowagiac, Michigan. Committee Members are also expected to attend all 2024 Mawtheshnowen (Gathering) Committee Meetings, however, the Committee may designate a Member to attend each of the meetings.

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 are not paid for attending meetings if the full Committee is present. 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 Gathering Pow Wow Committee must: (a) be a Pokagon Band Citizen; (b) be at least 18 years of age; (c) actively participate and fulfill Committee duties; (d) be able to assist in planning and conducting the Pow Wow; (e) be physically present and able to help out with assignments during the Pow Wow; (f) be able to endure 12 hour days in Pow Wow conditions (long days, rain, heat, humidity, etc.); 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 and resumes; 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 Gathering Pow Wow Committee member is until September 18, 2024.

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) 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 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 until filled.

QUESTIONS: All questions concerning the Committee, or this notice may be directed to the Madolyn.Wesaw@pokagonband-nsn.gov or by telephone at (269) 782-8998.