

## **NOTICE OF OPEN POSITIONS YOUTH COUNCIL OFFICERS**

**YOUTH COUNCIL CODE.** The Tribal Council is seeking letters of interest and resumes of those interested in being appointed as a Youth Council Officer of the Youth Council. On December 14, 2017, the Tribal Council enacted the Youth Council Code (“Code”). The Code is available on the Pokagon Band’s website at: <http://www.pokagonband-nsn.gov/government/codes-and-ordinances>. The purpose of the Code includes to establish the Youth Council as a unified body to replace the existing Senior Youth Council and Junior Youth Council. Upon appointment of the Youth Council Officers, the Tribal Council will disband the Senior Youth Council and Junior Youth Council.

**YOUTH COUNCIL OFFICERS.** The Youth Council has seven (7) Youth Council Officers, consisting of a Chairperson, Vice-Chairperson, Secretary, Treasurer, and three (3) Members-at-Large. The Tribal Council will appoint persons to serve as the seven (7) Youth Council Officers. In making the initial appointments, the Tribal Council will grant preference to eligible persons who served as elected Senior Youth Council Officers or Junior Youth Council Officers on the effective date of the Code.

**POSITION DESCRIPTION.** The specific duties of the various Youth Council Officers are set forth in the Code. Although duties vary, each Youth Council Officer is charged with representing the Youth Council Members.

- (a) **Vice Chair:** “Code” Section 7.01 Duties (b) 1-5.
- (b) **Treasurer:** “Code” Section 7.01 Duties (d) 1-8.
- (c) **Member-at-Large:** “Code” Section Duties (e) 1-2.

**TIME COMMITMENT.** The Youth Council will hold regular meetings at least nine (9) times a year and will hold special meetings when necessary. Youth Council meetings are typically held in Dowagiac, Michigan. Youth Council Officers will spend additional hours per month engaged in other Youth Council activities. Accordingly, the time commitment required to prepare for and attend Youth Council meetings and perform the business of the Youth Council will vary depending upon the needs of the Youth Council.

**COMPENSATION.** Youth Council Officers will be compensated for service at rates established by the Tribal Council. In addition, subject to the limitations of the Code, Youth Council Officers will be reimbursed for actual, reasonable, and necessary expenses incurred in the discharge of their duties.

**ELIGIBILITY.** To be eligible for appointment and to serve as the **Chairperson, Secretary or Treasurer**, one must be: (1) a Citizen or Other Native American; (2) a Youth Council Member; and (3) 18-24 years of age. To be eligible for appointment

and to serve as a **Member-at-Large** or **Vice-Chairperson**, one must be: (1) a Citizen or Other Native American; (2) a Youth Council Member; and (3) 12-24 years of age. A “Citizen” is a duly enrolled member of the Pokagon Band. An “Other Native American” is person other than a Citizen, who is an enrolled member of any federally or state recognized Indian tribe. Any Citizen or Other Native American whose name appears on the current Youth Council Membership List for the Senior Youth Council or Junior Youth Council is a member of the Youth Council under the Code.

**TERM.** Each Youth Council Officer will serve a one (1) year term of office. The terms shall be staggered such that at least three (3) Youth Council Officer terms expire in September of each year and at least three (3) Youth Council Officer terms expire in May of each year. There is no limit on the number of terms an eligible Youth Council Member may serve as a Youth Council Officer.

**HOW TO APPLY.** Any Citizen or Other Native American who meets all eligibility requirements and seeks to be considered for appointment to as Youth Council Officer, must submit to the Pokagon Band, all of the following: (1) a letter of interest, which identifies the Youth Council Officer position sought and explains your qualifications and reasons for seeking appointment; (2) if you are an Other Native American, proof of age (copy of birth certificate, driver’s license, etc.); and (3) proof of status as a Citizen or Other Native American (tribal ID, etc.). The above information must be submitted by one of the following three methods:

Mail: Pokagon Band of Potawatomi Indians  
Attn: Samantha Townsend  
Admin. Assistant to the Tribal Council  
P.O. Box 180  
Dowagiac, Michigan 49047

Fax: (269) 782-9625

Email: [Samantha.Townsend@pokagonband-nsn.gov](mailto:Samantha.Townsend@pokagonband-nsn.gov)

**DEADLINE.** This posting shall be open until all Youth Council Officer positions are filled.

**QUESTIONS.** All questions concerning the Youth Council, Youth Council Code or this Notice may be directed to Rebecca Williams, Youth Culture Specialist at [Rebecca.Williams@pokagonband-nsn.gov](mailto:Rebecca.Williams@pokagonband-nsn.gov) or Marisela Goodrich, College & Career Readiness Associate at [Marisela.Goodrich@pokagonband-nsn.gov](mailto:Marisela.Goodrich@pokagonband-nsn.gov).