

NOTICE OF OPEN POSITIONS

POKAGON BAND ETHICS BOARD

POSITION DESCRIPTION. The Pokagon Band Tribal Council is seeking letters of interest from Pokagon Band citizens to serve as one of three members of the Pokagon Band Ethics Board. The Ethics Board is an instrumentality of the Pokagon Band government that was created by the Pokagon Band Code of Ethics in fulfillment of Article XVII, Section 3 of the Pokagon Band Constitution. The Ethics Board is responsible for ensuring compliance with the Code of Ethics by Pokagon Band officials and employees. The Ethics Board is expected to meet approximately once each month, depending on the needs of the Board, and will meet at additional times as may be needed to address ethics complaints and other specific matters. Ethics Board members will be expected to spend several additional hours per month preparing for Board meetings or engaged in other Ethics Board activities. The Code of Ethics is available at the following internet address: http://www.pokagon.com/codes/Ethics_Code_current_20091114.pdf

COMPENSATION. Ethics Board members will be compensated as independent contractors in the amount of \$150 for each meeting and in the amount of \$50 for each hour that the a Board meeting exceeds three hours in length. In addition, Board members will be entitled to reimbursement for mileage when using personal vehicles to attend meetings and for other Ethics Board business.

ELIGIBILITY. Candidates for the Ethics Board must have:

- (a) A bachelor's degree from an accredited college or university or ten (10) years of professional level work experience in relevant areas, such as law, law enforcement, accounting or finance, business management, regulatory and governmental affairs. Advanced degrees and certifications, such as Certified Public Accountant, Juris Doctorate, and Master of Business Administration are preferred, but not required;
- (b) Demonstrated experience in conducting investigations, analyzing and preparing findings and presenting summaries;
- (c) Demonstrated experience in reviewing and interpreting laws, regulations, contracts, and various professional level reports, including financial reports;
- (d) Strong interpersonal, oral, and written communication skills; and

- (e) Demonstrated ability to act with impartiality and to deal fairly, effectively and efficiently with situations requiring fact finding and dispute resolution skills.

In addition, no person shall be appointed to the Board who is:

- (a) Not a Pokagon Band member;
- (b) Under the age of twenty-one (21);
- (c) A Public Official or Public Employee, or their Immediate Family members (as those terms are defined in the Code of Ethics); or
- (d) Employed or otherwise serves in a position with responsibilities that create a conflict of interest or the appearance of a conflict of interest with the duties and responsibilities of the Board.

APPOINTMENT PROCESS. Individual Ethics Board members will be appointed by the Tribal Council upon the recommendation of a selection committee composed of the Chairperson and Vice-Chairperson of the Pokagon Band Tribal Council and the Chairperson and Vice-Chairperson of the Pokagon Band Elders Council. Ethics Board members will serve initial terms of between one and three years and, must meet all applicable qualifications under Chapter Four of the Code of Ethics.

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

General Counsel's Office
P.O. Box 180
Dowagiac, Michigan 49047

Questions concerning the Ethics Board, the Code of Ethics, or this Notice may be directed to the Pokagon Band General Counsel, Mike Phelan, at (269) 783-0970 or mike.phelan@pokagonband-nsn.gov.

Ethics Board positions shall be open until filled.