



ELDER CENTER

We Are
ACCEPTING



Elder Center Advisory Committee Members

**Committee members needed to
advise and recommend
improvements to the Elder Center.**

RESPONSIBILITIES:

- Committee members serve two- or three-year terms determined by Tribal Council.
- Meetings are usually once a month.
- Paid stipend of \$45.00 per hour

ELIGIBILITY:

- Pueblo of Isleta Tribal Member
- Over the age of 25
- Officer Roles:
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer
 - Committee member

How to Apply: Submit a letter of interest to POI Tribal Council. Or you may use the form letter attached to this notice and give your letter to Kevin Facer, Elder Center Director.

Questions?? Please Call (505) 869-9770

Letter of Interest
Elder Center Advisory Committee

Dear Tribal Council of the Pueblo of Isleta, I _____,
submit this Letter of Interest to be a member of the Elder Center Advisory
Committee for the officer role of (Chair, Vice-Chair, Secretary, Treasurer,
Committee Member) _____. I agree to the terms
stated in POI Resolution # 2024-109A.

Signed _____ Print Name _____

Date _____

Section 2. Membership, Terms, & Roles.

- a. Committee Membership. The Committee shall consist of seven total Pueblo of Isleta Tribal Members ("Committee Members") aged twenty-five years or older. Five Tribal Members shall be appointed by Tribal Council with voting powers ("Voting Members"). Two Tribal Members shall be ex-officio Committee members with no voting powers: the Elder Center Director and the Tribal Council Liaison ("Ex-Officio Members").
- b. Term and Limits. The five Voting Members shall serve staggered terms: three Voting Members shall serve a three-year term and two Voting Members shall serve a two-year term. The Committee shall provide recommendations of each Voting Members' terms and Tribal Council shall confirm the term upon appointment. Each Voting Member shall not serve more than two consecutive terms, and shall be ineligible to serve as a Voting Member once more until a full two-year term has concluded. The term of the Tribal Council Liaison shall conclude at the end of their two-year term as a Tribal Council Member.

- c. Officers. The Committee shall elect from within its Voting Members the following Officers: a Chair, a Vice-Chair, Secretary, or Treasurer. The Committee in its discretion may decide one Voting Member shall serve as both the Secretary and Treasurer.
 - i. Chair Duties.
 - 1. The Chair shall determine meeting dates of the Committee and preside over such meetings.
 - 2. Upon request by the Governor, advocate for the needs of the elder population at the Tribal, State, and Federal levels.
 - 3. Upon request by the Elder Center Director, participate in staff recruitment and applicant consideration for the Elder Center.
 - 4. The Chair may delegate or assign other such duties to Voting Members consistent with these Policies and Procedure, including but not limited to delegating a substitute Secretary to take minutes of the Committee meetings in the Secretary's temporary absence or delegating a substitute Treasurer in the event of a Voting Member vacancy.
 - ii. Vice Chair Duties.
 - 1. The Vice-Chair shall perform duties of the Chair in their absence.
 - iii. Secretary Duties.
 - 1. The Secretary shall be responsible for taking and keeping minutes of Committee meetings.
 - 2. The Secretary shall coordinate notice and scheduling of meetings once dates are decided by the Chair and shall be required to provide notice to Ex-Officio Members.
 - 3. The Secretary shall also maintain records of actions taken by the Committee.
 - iv. Treasurer Duties.
 - 1. The Treasurer shall be responsible for ensuring accurate accounting of all fundraising activities.
- d. Meetings. The Committee shall meet at least monthly or as otherwise determined by the Chair. Notice of Committee meetings shall be posted as deemed appropriate by the Committee; all Committee meetings shall be open to the Isleta Pueblo community.
- e. Quorum. Three Voting Members shall constitute a quorum for Committee meetings. No meetings may be conducted without a quorum.
- f. Compensation. Each Committee Member shall be compensated at the rate established from time to time by the Tribal Council for all Committees and Boards.
- g. Vacancy & Absenteeism. In the event of a resignation, the Tribal Council shall fill the vacancy by appointment for the remainder of the resigning member's term. In the event a Voting Member is absent for three consecutive duly called meetings with no excuse provided, the Chair will immediately provide notice to Tribal Council and recommend removal. The Voting Member may then be removed by a majority vote of the Tribal Council.