

**APPLICATION FOR WINDSOR CHARTER TOWNSHIP  
BOARD, COMMISSION AND COMMITTEE POSITIONS**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE & ZIP CODE** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **E-MAIL ADDRESS** \_\_\_\_\_

**LENGTH OF RESIDENCY** \_\_\_\_\_

**POSITION APPLYING FOR:**

\_\_\_\_\_ **TOWNSHIP BOARD**

\_\_\_\_\_ **PLANNING COMMISSION**

\_\_\_\_\_ **BOARD OF APPEALS**

\_\_\_\_\_ **BOARD OF REVIEW**

\_\_\_\_\_ **COMMITTEES** \_\_\_\_\_

**WHY YOU WOULD LIKE TO SERVE ON THIS BOARD:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXPERIENCE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATED:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



# Township Trustee

*The following are the core competencies for township trustees, as identified by the Michigan Townships Association.*

## (1) Township Government Operations

- Demonstrates knowledge about township (general law or charter) government responsibilities, functions and powers
- Identifies the major functions of each branch of government—local, state and federal—along with their relationship to one another
- Understands the duties and responsibilities of the office of township trustee
- Aware of the roles and responsibilities of other elected and appointed offices in the township
- Demonstrates knowledge of the various committees, boards and commissions serving the township, including their roles and responsibilities
- Understands how township policies and procedures are set
- Demonstrates knowledge of how ordinances are lawfully adopted and legally enforced

## (2) Interpersonal Skills

- Communicates effectively
- Listens attentively
- Works effectively with individuals, departments and committees to achieve desired outcomes
- Possesses knowledge of what constitutes ethical behavior
- Demonstrates behavior that results in public trust
- Manages adversity and hostility effectively

## (3) Leadership Abilities

- Possesses vision, especially relative to the township's needs or potential
- Understands how to be an active participant in board meetings and is knowledgeable about parliamentary procedure
- Possesses effective policymaking skills and decision-making skills
- Utilizes consensus-building techniques
- Possesses persuasive/influential abilities
- Motivates others to achieve desired outcomes
- Utilizes public relations skills to position township positively

## (4) Policymaking Skills

- Understands how to objectively monitor administrative actions for compliance with existing policy and law, and to ensure that policies and practices serve the public well
- Knows how to critically examine proposals to evaluate how the proposed policies and practices could affect the township
- Creates effective systems for establishing rapport with constituents, ensuring that voters' needs are brought to the attention of the township board
- Understands how to constructively participate in, or lead, committees, including setting objectives and goals, conducting productive meetings, and providing accurate reports
- Utilizes effective research techniques to become more knowledgeable about matters that come before the township board and/or committees
- Understands the budget process, financial statements and how to use fiduciary responsibilities to manage the township's affairs in the best interests of the public
- Understands purchasing policies and the bid process
- Possesses knowledge of contracts, including intergovernmental agreements

## (5) Township Issues

- Possesses knowledge about current issues affecting townships
- Aware of legal matters that could impact the township
- Understands the elements of risk management
- Aware of financial matters affecting the township, including revenue sources
- Possesses knowledge about land use
- Understands the planning and zoning process
- Possesses knowledge of township services and their policy implications

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### Township Officials' Statutory Duties

Township government is conducted by a township board consisting of either five or seven members, depending upon the desires of the inhabitants and whether or not the township has a population of over 5,000, over 3,000 unregistered electors or is a charter township. The officers of the board are designated supervisor, clerk, treasurer and trustee, with the trustees numbering either two or four. The township board may also serve in other specific capacities, such as a park or utility board.



The term of office for all township officials is four years. The terms commence at 12 p.m. on November 20 following the November general election, provided the newly elected officials have qualified for office by that time. To qualify, a successful candidate must file any necessary bond and take an oath of office before the township clerk or other officer qualified to administer the oath, such as a county clerk, notary public or judge. Other township officers authorized to administer the oath are the deputy clerk, supervisor and deputy supervisor.

The supervisor, clerk, treasurer and trustee must take the oath of office before entering into the duties of their offices. (MCL 168.363) The deputy supervisor (MCL 41.61(2)), deputy clerk (MCL 41.69) and deputy treasurer (MCL 41.77) must take the oath after their appointment and before entering into office.

In addition, the township clerk (MCL 41.69) and the township treasurer (MCL 41.77) are required to be bonded.

The clerk (MCL 41.69) and the treasurer (MCL 41.77) must each appoint a deputy. The deputy clerk and deputy treasurer must also be bonded. The supervisor may appoint a deputy (MCL 41.61). Deputy township officials are authorized to act as the elected official in the event of the official's absence, sickness, death or other disability. A deputy may not, however, vote as a member of the township board. With the official's approval and the consent of the township board, a deputy may assist the elected official at any additional times agreed to by the board and the official.

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## Board Code of Conduct

Board members shall:

- Attend as many Board meetings as possible and become informed concerning issues to be discussed, and shall inform the Supervisor of any impending absences from a Board meeting;
- Exercise his or her obligation to vote upon the question unless a conflict of interest is present;
- Adopt policy only after full discussion of the issues at public Board meetings;
- Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and the community;
- Work with other Board members to establish effective policy and to delegate authority for the administration of the township to the superintendent/manager;
- Communicate to other Board members and the superintendent/manager public reaction to Board policy and township programs;
- Become informed about current township government issues by individual study and through participation in programs providing needed information, such as those sponsored by the Michigan Townships Association;
- Support the employment of those persons best qualified to serve as township staff and insist on a regular impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest and refrain from using the Board position for personal or partisan gain; and
- Take no action that will compromise the Board or the township staff and respect the confidentiality of information that is privileged under applicable law.

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