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John Kaura, Trustee

Roger Haataja, Trustee

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## ALLOUEZ TOWNSHIP CLERK VACANCY

The Allouez Township Board of Trustees needs to appoint a clerk who would serve until November 20, 2024. The clerk's position will be on the ballot this election cycle. The appointed person would be able to run for the elected position, but not required to do so.

If there are questions, please contact a member of the township board. Any interested individuals should submit a letter of interest to the township board by January 15, 2024 at 6:00 PM.

### **From the Michigan Township Association:**

#### **Township Clerk's Statutory Duties**

- Maintains custody of all township records
- Maintains general ledger
- Prepares warrants for township checks
- Records and maintains township meeting minutes
- Keeps the township book of oaths
- Responsible for special meeting notices
- Publishes board meeting minutes (if taxable value is \$82 million in 2016, annually indexed, or a charter township)
- Keeps voter registration file and conducts elections
- Keeps township ordinance book
- Prepares financial statements
- Delivers tax certificates to supervisor and county clerk by September 30
- Must appoint a deputy
- Must post a surety bond

#### **Each elected official, as a local legislator, should be able to:**

- Demonstrate knowledge about township law (general law or charter) government responsibilities, functions and powers
- Identify the major functions of each branch of government—local, state and federal—along with their relationship to one another
- Communicates and listens effectively
- Utilize consensus-building techniques and motivate others to achieve desired outcomes
- Manages adversity and hostility
- Demonstrates ethical behavior
- Possess vision, especially relative to the township's needs or potential, and utilize public relations skills to positively represent the township
- Understand the roles and responsibilities of other elected and appointed offices
- Demonstrate knowledge of the various committees, boards and commissions serving the township, including their roles and responsibilities
- Understand how township policies and procedures are set
- Be aware of what constitutes lawful township expenditures
- Utilize strategic planning to attain objectives
- Demonstrate knowledge of how ordinances are lawfully adopted and legally enforced

*Allouez Township is an equal opportunity provider and employer.*