**Supervisor Duties Based on Statutory Authority**

**Meetings:** Serve as moderator of any township meeting, deciding questions of order, granting authority to persons to speak at the meeting and making conduct-based interventions. The supervisor should vote on all issues upon which a vote is required unless there is some proper legal reason, approved by the BOT, for abstaining. Set a date and time for special meetings

**Appointments:** Nominate individuals to serve on Township boards, commissions and committees and as representatives of the Township to outside boards/committees

**Enforcement:** Work with enforcement officer to enforce the township ordinances

**Representation:** ex officio member of all BOT advisory committees and represent the Township on various outside organizations. Serve on board of elections commission

**Budget:** Prepare the annual budget under policies formulated by the township board and state law and work with the clerk and others to keep the board fully advised at all times as to the financial conditions and needs of the township

**Direct Reports:** Supervise the *assessing function* including the determination of special assessments. *Assessor* reports to supervisor. Supervisor oversees hiring of assessor and recommends hire for BOT approval. With BOT approval, supervisor may oversee other staff.

**Supervisor Duties Based on Authority From BOT/other**

**Administration:** Chief Administrative Officer for Township participating in regular management meetings. Chief executive officer (CEO) and a voting member of the Downtown Development Authority (DDA) Board, serve on the board and operating committee of Loch Alpine Sanitary Authority (LASA), Township’s budget and finance committee.... Participate in contract negotiation/oversight: GFL, Fire, A2 W/S, consultants....

**Human Resources:** Help guide hiring processes including recruiting, interviewing, and assessment of candidates for senior staff and other positions at the discretion of the supervisor. Help formulate policy for performance review and other human resource programs. Serve on HR committee if such committee exists

**Township Growth:** Supervise planning and development processes such as Land Use Master Plan, PUD negotiations, facilitate communications between various parties in development projects, supervise public improvements of the township, including capital improvements, Township-led SAD projects, sustainability initiatives, and collaboration with partner organizations

**Legal:** Serve as the Township’s designated point of contact for transacting legal business, implement administrative actions such as land divisions, help represent BOT in the Gelman effort

**Meeting Agenda:** In collaboration with the clerk and others, create and distribute the board of trustees’ agendas and meeting packets, supervisor has final approval

**Legislation:** Act as chief legislator, bringing recommendations for consideration by the board of trustees, seeking legislative actions by other bodies on behalf of the Township

**Conflict Resolution:** Receive and respond to complaints to the Township and/or requests for action by the Township. Mediate disagreement between interests

**Communications:** Serve as spokesperson for the Township, write communications on behalf of Township, review and approve for publication general communications, such as newsletter