

TOWNSHIP CLERK 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 \$85 million in 2018, 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

In addition to statutory duties, each elected local official 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
- Communicate and listen effectively
- Utilize consensus-building techniques and motivate others to achieve desired outcomes
- Manage adversity and hostility
- Demonstrate 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