

**Supervisor Statutory Duties and Authority – Per Michigan Townships Association**  
**These are the basic legal Duties and Authorities of a Township Supervisor**

- Moderates board and annual meetings
- Chief assessing officer (if certified)
- Secretary to [Board of Review](#)
- Township's legal agent
- Must maintain records of supervisor's office
- Responsible for tax allocation board budget (*if applicable*)
- Develops township budget
- Appoints some commission members
- Member of township [elections commission](#) (*general law township only, not in a charter township*)
- May call special meetings
- May appoint a [deputy](#)
- [May administer the oath of office](#)

Source: <https://www.michigantownships.org/members/infosearch.asp?tpt=tv&tid=130>



# Township Supervisor

## (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 statutory duties and responsibilities of the office of township supervisor
- 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
- Manages adversity and hostility effectively

## (3) Leadership Abilities

- Possesses vision, especially relative to the township's needs or potential
- Leads effective board meetings and is knowledgeable about parliamentary procedure
- Possesses effective policy-making 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 the township positively

## (4) Management Skills

- Makes decisions consistent with desired outcomes
- Utilizes strategic planning to attain objectives
- Develops and oversees the budget
- Understands purchasing policies and the bid process
- Possesses knowledge of personnel administration
- Understands the collective bargaining process, including legal framework (only applicable to some townships)
- Negotiates issues and contracts effectively

## (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