

# Supervisor

## General Law Township

- 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
- May call special meetings
- May appoint a deputy (see below)

### What is extent of a supervisor's authority as legal agent for the township?

MCL 41.2(4) provides that:

#### General Law Township

**MCL 41.72a:** The supervisor, if present, shall be the moderator of a regular or special meeting of the township board. If the supervisor is not present, the township board, under the direction of the township clerk, shall elect by voice vote a member of the township board as a moderator of the meeting. The township clerk has the same powers and duties as the moderator until a moderator is chosen. *(A general law township deputy supervisor does **not** moderate board meetings.)*

"(4) A suit, act, or proceeding, by or against a township, in its corporate capacity, shall be in the name of the township. The supervisor of each township shall be the agent for his or her township for the transaction of legal business, by whom a suit may be brought and defended, and upon whom process against the township shall be served."

The supervisor's position as legal agent for the township is a statutory duty of the supervisor.

The supervisor does not, however, have unfettered authority to do as he or she desires. The supervisor must exercise this agent's authority in a manner consistent with township board decisions regarding legal business.

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## Deputy Supervisor

**MCL 41.61:** The township supervisor **may** appoint a deputy township supervisor, who shall serve at the pleasure of the supervisor.

- The deputy shall take an oath of office and file the oath with the township clerk.
  - In case of the absence, sickness, death, or other disability of the supervisor, the deputy shall possess the powers and perform the duties of the supervisor, except the deputy shall not have a vote on the township board.
  - The deputy shall be paid by salary or otherwise as the township board determines appropriate.
  - With the approval of the supervisor, the deputy may assist the supervisor in the performance of the supervisor's duties at any additional times agreed upon between the township board and the supervisor, except the deputy shall not have a vote on the township board.
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# Core Competencies for Township Supervisor

## Core Competencies

In addition to the duties required by law, a township supervisor will benefit from developing skills and knowledge in several core areas:

### (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