

ST JAMES TOWNSHIP

TOWNSHIP BOARD TRUSTEE VACANCY POSTING

St James Township is seeking applications for the position of **Township Trustee**. The responsibilities of the trustee are summarized below. The vacancy will be appointed for the remainder of the current term (through November 2020). The candidate appointed shall have resided within St James Township for at least 30 days, shall be 18 years of age or older, a US citizen, and be registered to vote. The appointed trustee shall take office on or before October 15, 2019. This is a paid position, paying \$5,200.00 per year.

The Statutory Duties of a Township Trustee:

- Township legislators, required to vote on all issues
- Responsible for township's fiduciary health

In Addition to the Legal Duties of the Trustee, the following Core Skills are Important (see township website for more complete list of Core Competencies as defined by the MI Townships Association):

- **Township Government Operations** - knowledge about township (general law or charter) government responsibilities, functions and powers
- **Interpersonal Skills** - Communicates effectively, Listens attentively, Works effectively with individuals, Possesses knowledge of what constitutes ethical behavior, Demonstrates behavior that results in public trust, Manages adversity and hostility effectively
- **Leadership Abilities** - Possesses vision, especially relative to the township's needs or potential, Utilizes consensus-building techniques
- **Policymaking Skills** - Knows how to critically examine proposals to evaluate how the proposed policies and practices could affect the township, Utilizes effective research techniques to become more knowledgeable about matters that come before the township board and/or committees
- **Township Issues** - Possesses knowledge about current issues affecting townships, Aware of financial matters affecting the township, including revenue sources

The St James Township board meets at 5:30pm on the first Wednesday of each month. There are typically 8-10 special meetings during the year. Trustees are expected to serve on at least two township committees, boards, or commissions.

Applications must be submitted by **4:00 p.m. on Friday, September 27, 2019**. Any interested applicant must submit a letter of interest explaining how they can carry out the responsibilities listed above and how their individual skills will benefit the township. Letters must be submitted by email to:

Supervisor Kathleen McNamara, mcnamara.stjamestwp.bi@gmail.com

Supervisor: Kathleen McNamara
Treasurer: Diane McDonough
Clerk: Julie Gillespie
Trustee: Paul Cole
Trustee: Vacant

37830 King's Highway
PO Box 85
Beaver Island, MI 49782

PHONE 231.448.2014
EMAIL mcnamara.stjamestwp.bi@gmail.com
WEB SITE <http://www.stjamestwp.org>