

# Trustee

## Statutory Duties

- Township legislators, required to vote on all issues
- Responsible for township's fiduciary health
- Other duties as assigned by board

## Core Competencies

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

## Core Competencies: Township Trustee

### (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 duties and responsibilities of the office of township trustee
- \* 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
- \* Demonstrates behavior that results in public trust
- \* Manages adversity and hostility effectively

### (3) Leadership Abilities

- \* Possesses vision, especially relative to the township's needs or potential
- \* Understands how to be an active participant in 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) Policymaking Skills

- \* Understands how to objectively monitor administrative actions for compliance with existing policy and law, and to ensure that policies and practices serve the public well
- \* Knows how to critically examine proposals to evaluate how the proposed policies and practices could affect the township
- \* Creates effective systems for establishing rapport with constituents, ensuring that voters' needs are brought to the attention of the township board
- \* Understands how to constructively participate in, or lead, committees, including setting objectives and goals, conducting productive meetings, and providing accurate reports
- \* Utilizes effective research techniques to become more knowledgeable about matters that come before the township board and/or committees
- \* Understands the budget process, financial statements and how to use fiduciary responsibilities to manage the township's affairs in the best interests of the public
- \* Understands purchasing policies and the bid process

\* Possesses knowledge of contracts, including intergovernmental agreements

**(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