



# **Board and Administrative Policies Manual**

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Township Clerk



## Summary

The citizens of Tuscarora Township deserve to know how their elected officials will meet their fiduciary responsibility with transparency and accountability.

This document will provide all township policies in one place as a reference for Township Board members, members of Boards, Commissions and Task Forces, township employees, volunteers and the public.

"Townships are led, not by an executive, but by a board elected by, and accountable to, township citizens—and who live in the community they serve. It's the perfect example of neighbors leading neighbors... of government closest to the people." – *Michigan Township Association*.

Unlike other forms of government, there is no executive branch. The township is run solely by the Board of Trustees, referred to by Michigan law as the "legislative body." Other than duties required by law, a township supervisor, clerk, treasurer, or trustee has no executive power to act for the township -- unless the Board as the legislative body directs that official to do so.

This means the power and responsibility of any one member of the Board is limited and is either established by statute or assigned by the entire Board of Trustees.

The policies in this document explain the responsibilities and roles of elected officials and employees, and offer guide-lines to ensure understanding of those responsibilities.

This is a living document that is subject to change as best practices and other requirements evolve.

The majority of these policies were modified from templates from the Michigan Township Association's "Policy Matters" book, documents from the Association's "Township of Excellence" program checklist, policies from townships who have won the "Township of Excellence Award" and recent policies enacted by the Tuscarora Township Board of Trustees.