

West Branch Township

1705 S. Fairview Road, West Branch, MI 48661

Phone: (989) 345-5450 Fax: (989) 345-8419

www.westbranchtownship.org



West Branch Township

Boards & Commissions

Recruitment Guide

February 2023

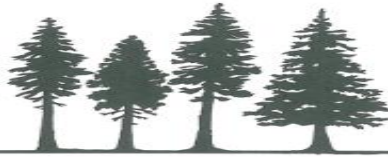


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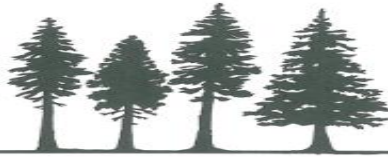
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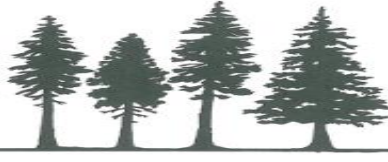
General Information

All Board and Commission members serving in West Branch Township are tasked with supporting or advising community leaders and elected officials on key policies and decisions within the community. Individuals may use this guide to discover information about the various committees that operate within the Township.

Interested in Applying?

All West Branch Township residents are invited to apply for appointments to Township Boards and Commissions. Some boards are open to non-residents, too. West Branch Township prioritizes and understands the importance of educating individuals interested in serving during the recruitment process. It is recommended that prospective Board and Commission members review the desirable knowledge and skills listed for each position in addition to reviewing the work responsibilities and time commitment details for the position before applying.

Applications to get involved are available at the West Branch Township Hall or on the West Branch Township website at www.westbranchtownship.org/gov-ops/eco-dev .

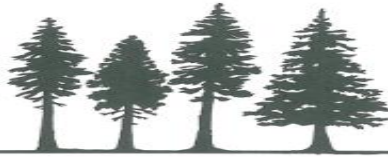


Board Member Expectations

- To attend all regularly scheduled meetings
- To use parliamentary procedure to conduct and participate in meetings
- To make recommendations to the Township Board as required by law upon request
- To refrain from any act that constitutes a conflict of interest
- To follow the operating rules and bylaws the board or commission has established
- To review all relevant materials and come to the meetings prepared to discuss the issues
- To work cooperatively with other commissions when there are areas of common interest or overlap in responsibilities
- To abide by the provisions of the Open Meetings Act
- To understand that the commitment of appointment is an on-going process that involves a long-range interest in the community; fairness, common sense, honesty, good moral character; and knowledge of the Township, its people, its customs and its ordinances

Qualities of an Effective Board Member

- Work within a team framework of compromise and exchange
- Shows courteous behavior and respect to other board members, Township Staff, and members of the general public
- Separate people from the issues when conflict arises
- Focus on mutual interests and shared goals
- Look for compromises and work to understand diverse perspectives
- Examine one's own approach to dealing with conflict and be open about concerns where there is room for compromise.
- Strive to problem-solve based on collaboration rather than simply making a decision

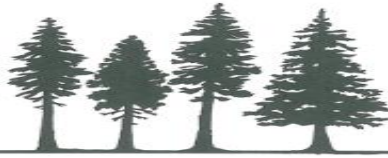


Appointment Process

Each Board and Commission's members are appointed by the Township Supervisor and/or Township Board of Supervisors. All West Branch Township residents are eligible to serve on one board or commission at a time, and nonresidents may serve on some boards. The application to get involved is available online on the West Branch Township website. To find out more information on Township Board or Commission vacancies, contact the Supervisor's Office at (989) 345-5450 EXT. 1 or the Clerk's Office at (989) 345-5450 EXT.2 .

I'm interested! What's next?

Prospective applicants interested in applying to a Township Board or Commission position should contact the Supervisor's Office at (989) 345-5450 EXT. 1 or the Clerk's Office AT (989) 345-5450 EXT. 2 or come to Township Hall at 1705 S Fairview Road, West Branch Township, MI 48661 to find out if there are any vacant positions. After filling out an involvement application the township supervisor will call to confirm your interest in the position you selected and at the next township board meeting the supervisor will recommend your appointment to the full township board. The township board will vote on the recommendation at its monthly board meeting and your appointment will be effective from that meeting date or after you take the oath of office if required. The whole process typically takes a month or less.



West Branch Township Policy on Appointments to Boards and Commissions

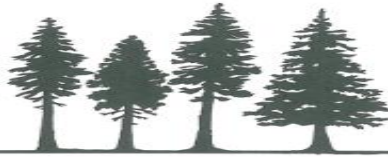
Purpose:

To establish an open and consistent process for application, consideration and appointments to boards, commissions and committees (hereinafter referred to as “Boards”) of West Branch Township.

Background:

Membership

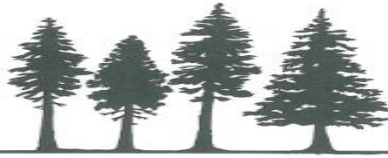
- ✓ Various state laws prescribe membership and authority of some boards.
 - The Planning Act (MCL 125.2801) establishes the Planning Commission and Zoning Board of Appeals
 - The Downtown Development Authority was established by West Branch Township by Resolution.
- ✓ Township Commission resolutions and By-Laws outline some membership requirements.
- ✓ Certain intergovernmental contracts of the township outline membership requirements.

**Process:**

- ✓ The Township uses a variety of appointment methods, depending on the board, commission, or committee.
- ✓ In all cases, the Township Board of Trustees retains full authority for appointments.
- ✓ The Township has a Board of Review, Downtown Development Authority, Planning Commission, and Zoning Board of Appeals. Each has a unique purpose, membership numbers, membership requirements, terms, and meeting schedule. A roster of all Boards is maintained by the Township Clerk's office.

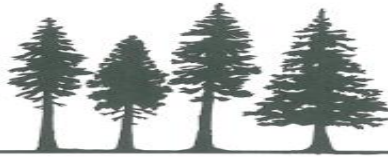
General Guidelines/Principles:

- ✓ The Township is best served if membership of each board is fulfilled by a well-rounded group of individuals who may offer differing perspectives and viewpoints, and who are representative of the Township at large.
- ✓ While some board positions are paid with a stipend, West Branch Township is dependent on volunteers to fill the positions on some Boards and Committees.
- ✓ Some boards have specific membership requirements as outlined in Township ordinances or 6 state laws which must be followed.
- ✓ Some Boards and Committees require or desire specific skill sets for the member to be effective.
- ✓ Generally there is a desire for appointees to serve on only one board at a time.
 - o Because some boards meet infrequently, it may be possible for individuals to have appointments to multiple boards simultaneously.
 - o If there are no interested and qualified candidates for a vacancy, multiple appointments of an individual may occur.
- ✓ Prior attendance history will be a factor when consideration is given for reappointment or appointment to a new board.



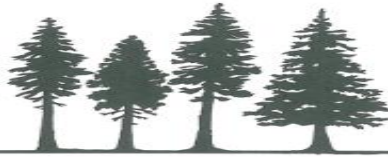
Application Process:

1. Standard application form will be available in the Township Supervisor's office, Clerk's office, or on the Township's website.
2. Interested applicants (or nominations for consideration) must fill out an application on-line, print and deliver, or mail the completed application to the Township Supervisor's office.
3. Applicants are encouraged to submit a resume with the application, but not required.
4. Applicants should review the purpose, skills and meeting schedule prior to applying. The purpose and skills are part of the application and the meeting schedule is on the roster maintained in the Township Superintendent's office and on the website.
5. Applications will be kept on file for consideration for the part of the calendar year it is received and two full calendar years after that.
6. Applicants will be contacted each September to ascertain if they are still interested and to verify current phone number and email. If the application is at the end of the final calendar year, the applicant will be notified that a new application must be submitted in order to be considered.



Procedure/Steps (for Annual/Expiring Appointment):

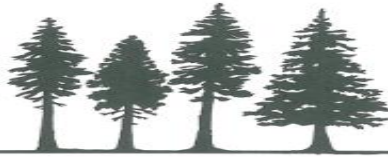
<u>Date</u>	<u>Task</u>	<u>Responsible Party</u>
September	1. Staff liaisons poll current Board members who are eligible for reappointment to see if they are interested in continuing to serve. Staff Liaisons will respond to Executive Assistant with their member's responses and their attendance of meetings during their term.	Various Staff/Executive Secretary in Township Supervisor's Office
September	2. Public notices for vacancies are posted and applications are received. <ul style="list-style-type: none"> • Newspaper, Website, Social Media • Announce at Township Supervisors Meeting 	Executive Secretary Township Supervisor
October	3. Provide vacancies and electronic link to applications to Appointments Committee.	Executive Secretary
November	4. Review applications; solicit applicants for the vacant seats that do not have candidates in the pool of applications.	Township Supervisor
November	5. For applicants being considered for Boards other than what they applied for, contact to see if interested and if they can commit to that board's specific schedule.	Township Supervisor
November	6. Township Supervisor will inform appropriate staff liaison(s) of applicants being considered.	Zoning Administrator Assessor Economic Improvement Director Township Supervisor
November	7. Meet to determine recommendations and communicate to Executive Assistant in Township Superintendent's Office.	Township Supervisor
Second Meeting in November and No Later Than First Meeting in December	8. Recommendations provided in Township Board packet. <ul style="list-style-type: none"> a. Include recommended appointments b. Include applications of candidates being recommended c. Include names of all applicants being considered* <p><i>*Must be received by Wednesday the week prior to the Township Board meeting</i></p>	Executive Secretary
Second Meeting in November and No Later Than First Meeting in December	9. Recommended appointments acted upon by Township Board.	Township Board
December	10. Mail letters congratulating applicants on their recent appointment.	Executive Secretary
December	11. Send email to all applicants considered who were not appointed and indicate an appointment has been made and their application will be kept on file for future consideration.	Executive Secretary
January	12. Orientation session held for new appointees. Depending on number of appointees, orientation may be done as a group or with individual staff liaison(s).	Township Supervisor Corresponding department head(s)



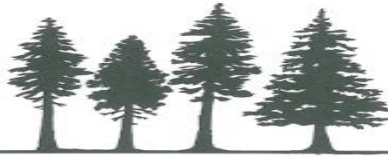
Procedure/Steps for Mid-Year Vacancies:

Procedure/Steps for Mid-Year Vacancies:

Task	Responsible Party
1. Notice of Vacancy will be <ul style="list-style-type: none"> a. Posted on Township website with an application due date at least 2 weeks away b. Announced at a Township Board meeting along with the application due date. 	Township Supervisor Executive Secretary
2. Review applications; solicit applications for the vacant seat(s) that do not have candidates in the pool of applicants.	Township Supervisor
3. For applicants being considered for Boards and Commissions other than what they applied for, contact to see if interested and if they can commit to that board's specific schedule.	Township Supervisor
4. Appointments Committee will inform staff liaison(s) of applicants being considered.	Zoning Administrator Assessor Economic Improvement Director Township Supervisor
5. Meet to determine recommendations and communicate to Executive Assistant in Township Manager's Office	Township Supervisor
6. Recommendations provided in Township Board packet <ul style="list-style-type: none"> a. Include recommended appointments b. Include applications of candidates being considered c. Include names of all applicants considered* <i>*Must be received by Wednesday the week prior to Township Board meeting</i>	Township Supervisor Superintendent's Office
7. Recommended appointments acted on by Township Board.	Township Board
8. Mail letters congratulating applicants on their recent appointment.	Executive Secretary
9. Send email to all applicants considered who were not appointed and indicate an appointment has been made and their application will be kept on file for future consideration.	Executive Secretary



**West Branch Township
Boards
&
Commissions**



Board of Review

Role Title: Board of Review Member

Appointment Type: The West Branch Township Board of Review consists of three electors appointed by the Township Board for two year terms which expire on odd numbered years.

General Statement of Duties: The Board reviews the current tax assessment roll to determine if all taxable property has been properly assessed, and to correct errors. The Board also hears appeals from property owners and may adjust individual assessments as it sees necessary.

Meetings: The Board meets in March, July, and December, depending on the number and frequency of appeals to be heard. Members are compensated for attending meetings.

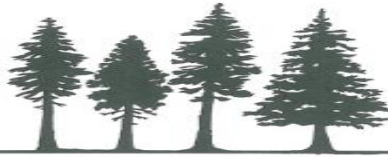
Orientation Materials: An orientation packet will be provided by the Township.

Examples of Work Performed: The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position.

- Hold public hearings pursuant to MCL 15.261 et seq.
- Hear appeals and render and file its decision with a statement of reasons for the decision

Desirable Knowledge, Abilities, and Skills (Recommended, But Not Required):

- Ability to communicate through email.
- Ability to communicate clearly and effectively with staff and the general public
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.
- Willingness to learn!



West Branch Township Downtown Development Authority (DDA)

Role Title: Downtown Development Authority Board Member

Appointment Type: The DDA consists of a nine member board of merchants, community members, and one resident appointed by the Township Supervisor for staggered 4 year terms.

General Statement of Duties: The DDA works with township administrators to grow business opportunities within the community. This includes business development and planning, and grant opportunities are within the scope of the DDA.

Meetings: The DDA meets every other Thursday at 4:00pm at the West Branch Township Hall. The meeting schedule can be found at [this link](#).

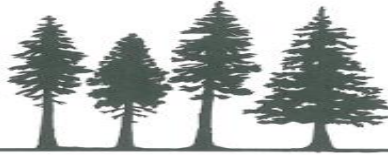
Orientation Materials: An orientation packet will be provided by the Township.

Examples of Work Performed: The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position.

- Work with developers throughout process of developing
- Collaborate with consultants on downtown and township projects
- Brainstorm and execute public information sessions about potential projects
- Contribute to grant writing and redevelopment efforts with local, state and national agencies

Desirable Knowledge, Abilities, and Skills (Recommended, But Not Required):

- An interest in developing and supporting the economic development and growth of West Branch Township
- Ability to communicate through email
- Ability to communicate clearly and effectively with staff and the general public
- Ability to listen and maintain professionalism with other committee members, staff, and the public
- Willingness to learn!



Planning Commission

Role Title: Planning Commissioner Appointment Type: By the Township Board; Qualified Elector Status Required; Three (3) Year Terms

General Statement of Duties: The Commission reviews and approves site plans, approves temporary land uses, and recommends special land uses and zoning ordinance amendments to the Township Board.

Meetings: The Planning Commission meets on the first Tuesday of each month at 6:00pm in the Winter and 7:00pm in the Summer at the West Branch Township Hall. Commissioners are compensated for attending meetings.

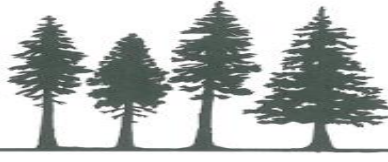
Orientation Materials: An orientation packet will be provided by the Township.

Examples of Work Performed: The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position.

- Read and interpret staff, applicant, and consultant reports and renderings
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue
- Read and interpret plans, ordinances, maps, legal opinions, and other technical data
- Attend training courses and seminars

Desirable Knowledge, Abilities, and Skills (Recommended, But Not Required):

- Basic understanding of building construction or engineering, land use planning, real estate, development, or law.
- Ability to communicate through email.
- Ability to communicate clearly and effectively with staff and the general public
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.
- Willingness to learn!



Zoning Board of Appeals (ZBA)

Role Title: Zoning Board of Appeals Member

Appointment Type: The Zoning Board of Appeals consists of five members appointed by the Township Board.

General Statement of Duties: The ZBA serves as a quasi-judicial body which hears and decides matters relating to the application of the Zoning Ordinance.

Meetings: The ZBA meets the First Monday of each month as necessary at 7:00pm and held temporarily at Robert J. Parks Library. Members are compensated for attending meetings.

Orientation Materials: An orientation packet will be provided by the Township.

Examples of Work Performed: The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position.

- Read and interpret staff, applicant, and consultant reports and renderings.
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue.
- Read and interpret plans, ordinances, map

Desirable Knowledge, Abilities, and Skills (Recommended, But Not Required):

- Basic understanding of building construction or engineering, land use planning, real estate, development, or law.
- Ability to communicate through email.
- Ability to communicate clearly and effectively with staff and the general public.
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.
- Willingness to learn!