

(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