



Welcome to Township Government

Upon taking the oath of office as a township official, you are assuming multiple responsibilities, requiring a unique combination of leadership, decision-making and administration, as well as an understanding of statutory requirements.

*How can you bring fresh perspectives to the board,
while valuing the work of veteran board members and staff?*

What are the crucial functions you need to perform right now?

This full-day event can help you get started on the right foot! It's a practical deep-dive for newly elected officials and those who will be or have recently stepped into a new role on the board.

Designed to build on your abilities and understanding of township government, this program enables you to successfully represent and serve your residents while shaping your community's future. We'll review the "hows and whys" of township government, and explore the duties and responsibilities of a township board—and your role.

Afternoon breakout sessions will review duties specific to:

Supervisors and Trustees:

- Meeting management
- Ordinances
- Lawful expenditures
- Budgets
- Township administration
- Assessing oversight

Clerks and Treasurers:

- Financial operations
- Internal controls
- Records and reporting
- Additional duties

Event details:

Light breakfast will be available at registration which begins at 8:30 a.m. Lunch is served at noon and class is held from 9 a.m. to 4 p.m.

Continue the learning with MTA publications:

Members save up to 15% off books when purchased with registrations. Books will be distributed onsite.

OPTION 1: Township Basics package (\$100.30 discounted rate)

Officials Guide to Township Government (specific to your office), *Authorities & Responsibilities of Michigan Townships* and *Introduction to Township Board Meetings*

OPTION 2: Township Essentials collection (\$241.40 discounted rate)

Includes resources offered in the *Township Basics* package PLUS *Building a Better Budget*, *Introduction to the Freedom of Information Act*, *The Township Guide to Planning & Zoning* and *Policy Matters!*



New Officials Training

Which location will you attend?

☐ Jan. 5: Lansing

☐ Jan. 7: Gaylord

Township and County

Name and Title

Purchase Books? ☐ Basics ☐ Essentials

Email

Name and Title

Purchase Books? ☐ Basics ☐ Essentials

Email

*Confirmations will be emailed to individual registrants.
To add or update an email, contact MTA at (517) 321-6467, ext. 231
or email database@michigantownships.org*

► **Early-bird Rate***: \$150/person

Expires two weeks prior to event

► **Regular Rate***: \$180/person

Applies two weeks prior to event

_____ (# registered) x \$_____ (rate*) = \$_____

_____ (# of Basic kits) x (\$100.30/package*) = \$_____

_____ (# of Essential kits) x (\$241.40/package*) = \$_____

AMOUNT ENCLOSED = \$_____

**Rate applies to MTA-member townships. All others, call for rates.*

Payment options

☐ Check enclosed (payable to MTA)

☐ Invoice my township (members only)

☐ Charge to: (circle one) MasterCard VISA

Card #

CSV (3-digit code)

Expires

Print Card Holder's Name

Signature

To register, send completed form to MTA

Mail to P.O. Box 80078, Lansing, MI 48908-0078
fax to (517) 321-8908 or email rebecca@michigantownships.org

Register online at bit.ly/twptraining

For registration assistance, call (517) 321-6467, ext. 226.