

Driving Directions & Locations

Tuesday, December 13:

Treetops Resort

3962 Wilkinson Rd., Gaylord (866) 348-5249

From I-75: Take Exit 282 and follow M-32 east through Gaylord to Wilkinson Rd. Turn left onto Wilkinson Rd. and travel east to the resort, which will be on your left. Continue down the drive, past the tennis courts and turn right. Proceed down the hill; the meeting will be held in the Conference Center.

Need lodging? Call Treetops directly using the number above and let them know you're attending this MTA event.

Friday, December 16:

Lansing Community College—West Campus

M-TEC Building (near Creyts Rd, not downtown)
5708 Cornerstone Dr., Lansing (517) 483-9300

From I-496: Take the southbound Creyts Rd. exit and head south. In about one-half mile, turn left onto Mt. Hope Hwy. Turn left onto Sanders Rd. (next to the Chapman Insurance Agency), and follow it to the M-TEC building. Use the main entrance, located at the circular tower. The meeting room will be to your right as you enter the building.

Need lodging? Several hotels are available nearby; visit <https://bit.ly/LCCWestHotels> for details.

Special needs

Participants with special needs (dietary, accessibility) should contact MTA in advance by phone (517) 321-6467 ext. 230 or email kristin@michigantownships.org at least a week in advance.

Cancellations & Substitutions

Written cancellation requests received at the MTA office by Nov. 29 will receive a full refund. In-person event “no shows” or those who cancel after Nov. 29 will be given online access to a recorded training. No refunds will be issued after Nov. 29 without extenuating circumstances. You may substitute another individual from your township without incurring a charge; please notify MTA of the change as soon as possible.

Prsrt Std.
US Postage
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Lansing, MI
Permit #765



512 Westshire Drive
P.O. Box 80078
Lansing, MI 48908-0078

*Help your newest
board members succeed!
Send them to
New Officials Training.*



New Officials Training



Tuesday, Dec. 13:
Treetops Resort, Gaylord

Friday, Dec. 16:
LCC West Campus, Lansing

*This in-depth training can help your
township's newly elected officials
hit the ground running!*

Does your board have any new members since the term started? What about as a result of the midterm election? Help your newest board members succeed by sharing this registration form. In fact, feel free to join them, as this is a great refresher, even for seasoned officials. All are welcome!

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 for your specific office?

Don't miss this opportunity to learn how to start out on the right foot! Designed to help 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. Get an overview of the "hows and whys" of township government, and explore the duties and responsibilities of a township board. Also a helpful refresher for those changing office.

Special breakout sessions will review:

Supervisors and Trustees

(meeting management, ordinances, lawful expenditures, budgets, township administration, assessing oversight and the role of the trustee)

Clerks and Treasurers

(financial operations, internal controls, records and reporting, along with other additional duties)

Continue the learning with MTA publications

Members save up to 20% off our township-targeted resources when adding them to event registrations. Books will also be available for sale on site, while supplies last.



OPTION 1: Basic Starter Kit (\$98 discounted rate)

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

OPTION 2: Essential Township Collection (\$240 discounted rate)

Includes resources offered in the *Basic Starter Kit* PLUS *Building a Better Budget* (includes CD), *Introduction to FOIA*, *The Township Guide to Planning & Zoning* and *Policy Matters!*

Event Details

8:30 a.m.
Registration Check-in and Continental Breakfast

9 a.m. to 4 p.m.
Workshop
(Includes networking lunch)

Dates and Locations
Dec. 13: Treetops Resort, Gaylord
Dec. 16: LCC West Campus, Lansing

To Register

Send completed form with payment to
MTA, P.O. Box 80078, Lansing, MI 48908-0078.
Payment via credit card may be faxed to: (517) 321-8908.
Register online at www.michigantownships.org.
Questions? Call (517) 321-6467 Ext. 221.

Which location will you attend?

- Dec. 13: Treetops Resort, Gaylord Dec. 16: LCC West Campus, Lansing

Township County

Telephone Email Address

Name & Title Purchase books: Basic Essential

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Early-bird Rate*: Expires Nov. 29
\$150/person (*Premium subscribers pay \$120/person***)

Regular Rate*: After Nov. 29
\$175/person (*Premium subscribers pay \$140/person***)

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

_____ (# of Basic Starter Kits) x (\$98/package*) = \$ _____

_____ (# of Essential Collection) x (\$240/package*) = \$ _____

AMOUNT ENCLOSED = \$ _____

*Rate applies to MTA members. Non-members, call for rates.

**Premium subscribers are townships that have purchased an online learning subscription to MTA Online at the Premium level.

Find out if your township is a premium subscriber at www.michigantownships.org (search for MTA Online).

NOTE: Payment must accompany form in order to be processed.

Check enclosed (payable to MTA)

Charge to: (circle one) MasterCard VISA

Card # CSV (3-digit code) Expires

Print Card Holder's Name Signature