

upcoming MTA workshop

REGISTRATION INFORMATION

Board Authorities, Responsibilities & Roles

Explore aspects of township government that *every* township official — whether you are newly elected or have served for years—should know at this full-day class being held in conjunction with MTA’s Annual Conference & Expo. Join us **April 17** from 9 a.m. to 3:50 p.m. for this pre-Conference class, which includes continental breakfast and lunch. You’ll walk away with insights into who does what, including how the township team works together to get it all done.



Every board member has equal authority and responsibility at the head table. We’ll review a township board’s authority and take you on a deep dive into the key areas where you and your board exercise important policy decisions. You’ll get practical tips on keeping a productive focus on what matters most. Topics include:

- **Board authority:** Who decides what a township will do—and how?
- **Enabling statutes:** Where do townships get their authority? What *must* townships do? What *may* a board choose to do?
- **Revenue sources:** How are townships funded? What options exist?
- **Working with other local governments:** Options for boards to make effective and productive partnerships
- **Lawful expenditures:** What may townships pay for?
- **Administrative responsibilities:** Getting things done by balancing statutory duties with township responsibilities
- **Board roles:** Who does what? What about duties that are not statutorily assigned?
- **Township roles:** Who sets the board agenda? Who is appointed Freedom of Information Act coordinator? What about the website, township security and all those other functions?
- **The power of local engagement:** Why it’s important, what tools you can use and how you can make a difference

State law assigns each elected official specific duties and responsibilities, and sets forth rules and guidelines. But there are many routine actions and decisions not governed by statute. We’ll help you get a handle on who does what, from managing your township’s day-to-day operations to handling public funds, financial reporting and so much more!

Presenters: Judy Allen, MTA Director of Government Relations; Cindy Dodge, MTA Member Information Services Liaison; and Catherine Mullhaupt, MTA Staff Attorney

Board Authorities, Responsibilities & Roles Registration Form

Township _____ County _____

Telephone _____ Email _____

Name _____ Title _____

Name _____ Title _____

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- Early-bird Rate***: Expires March 20.
\$125/person (*Premium subscribers pay \$100/person***)
- Regular Rate***: March 21 to April 3
\$150/person (*Premium subscribers pay \$120/person***)
- On-site Rate***: After Dec. 3
\$175/person (*Premium subscribers pay \$140/person***)

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

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

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

Check enclosed (payable to MTA)

Charge to: (circle one) MasterCard VISA

Card # _____ Expires _____

Print Card Holder’s Name _____ CSV (3-digit code) _____ Signature _____

***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/learning/mta-online.*



Send completed registration form with payment to MTA, P.O. Box 80078, Lansing, MI 48908-0078, fax to: (517) 321-8908 or register online at <https://bit.ly/MTAConf23> (select “pre-Conference only” to choose just this class). Already registered for our 2023 Conference? It’s not too late to add it! Visit <https://bit.ly/MTAPreConf> for online instructions OR use this form.