

# upcoming MTA workshop

## REGISTRATION INFORMATION

### Managing Your Township Team

Every township has employees. Township board members, deputies, election workers, assessors and firefighters are employees for at least some employment purposes, and so are volunteers. Your board needs to be prepared to address issues like hiring, firing, discipline, compensation, even recruiting and managing volunteers.

MTA can help! We're teaming up with labor law experts Helen "Lizzie" Mills and Chad Karsten, attorneys from Fahey Schultz Burzych Rhodes PLC to bring you real-life practical advice and policies. Join us at this full-day class being held in conjunction with our *Annual Conference & Expo*. This pre-Conference class, which includes continental breakfast and lunch, is being held being held April 17 from 9 a.m. to 4 p.m. at the Grand Traverse Resort.



Learn how to craft effective township personnel policies, from the basic components to how to keep it current. You'll even walk away with a sample personnel policy handbook you can mold into your own personalized version. Preparing and implementing appropriate policies can improve morale around your township hall, help you retain quality people and, even more importantly, help your township avoid employment (and volunteer) related risks. Get the tools you need to better manage employees, deputies, volunteers ... something for everyone on your township team!

This course is part of MTA's Township Governance Academy (TGA) curriculum. You don't have to be enrolled in TGA to attend. But if you do decide to enroll in the Academy after class, credit will be applied retroactively. **What's TGA? We're glad you asked!**



TGA courses take you beyond board meetings and budgets, enhancing your leadership skills and motivating you to take on the challenges and opportunities unique to those serving as an elected local official. Earning this prestigious credential elevates your leadership skills and provides recognition for possessing an in-depth understanding of the governance process, the role of the township and how to lead for success. Regardless of your position on the township board or amount of experience the Academy will move you to a higher level of performance and make your service on the board more rewarding.

## Managing Your Township Team Registration Form

_____	_____
Township	County
_____	_____
Telephone	Email
_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title

- 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\*\**)
- Onsite 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/taonline.asp](http://www.michigantownships.org/learning/mta-online/taonline.asp).**



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.