

Belvidere Township

Job Title:	Trustee	Report to:	Elected Position
Department/Group:		Job Code/ Req#:	
Location:	Six Lakes, MI	Travel Required:	Some Travel Required
Level/Salary Range:	\$4,400 per year	Position Type:	Elected Position
HR Contact:		Date Posted:	
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
FAX OR EMAIL: Fax number or Email Subject Line: a position of public trust		MAIL: BELVIDERE TOWNSHIP PO BOX 144 Belvidere Township Six Lakes, MI 48886	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>A trustee is an individual placed in a position of public trust with fiduciary responsibilities to manage the affair of the township for best interest of the public. The trustee has the responsibility to attend township board meeting and participate in decisions and deliberations.</p> <ol style="list-style-type: none"> 1. Township legislators, required to vote on all issues 2. Responsible for township’s fiduciary health 3. Roads 4. Parks 5. Planning Commission liaison to the Board <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High school degree – recommended Township resident and register voter</p> <p>BENEFICIAL SKILLS</p> <p>Software: Microsoft word, excel, QuickBooks and Adobe.</p> <p>ADDITIONAL NOTES</p> <p>Attend Monthly Meeting</p>			
Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time