



Township Clerk

(1) Township Government Operations

- Demonstrates knowledge about township (general law or charter) government responsibilities, functions and powers
- Identifies the major functions of each branch of government—local, state and federal—along with their relationship to one another
- Understands the statutory duties and responsibilities of the office of township clerk
- Aware of the roles and responsibilities of other elected and appointed offices in the township
- Demonstrates knowledge of the various committees, boards and commissions serving the township, including their roles and responsibilities
- Understands how township policies and procedures are set
- Demonstrates knowledge of how ordinances are lawfully adopted and legally enforced

(2) Interpersonal Skills

- Communicates effectively
- Listens attentively
- Works effectively with individuals, departments and committees to achieve desired outcomes
- Possesses knowledge of what constitutes ethical behavior
- Manages adversity and hostility effectively
- Delegates tasks appropriately

(3) Leadership Abilities

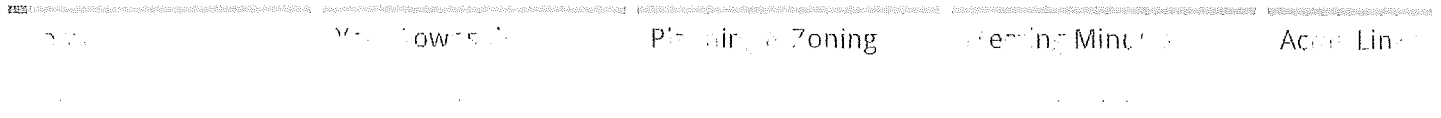
- Possesses vision, especially relative to the township's needs or potential
- Understands how to conduct effective board meetings and is knowledgeable about parliamentary procedure
- Possesses effective policy-making skills and decision-making skills
- Utilizes consensus-building techniques
- Possesses persuasive/influential abilities
- Motivates others to achieve desired outcomes
- Utilizes public relations skills to position the township positively

(4) Administrative Skills

- Possesses knowledge of the communication/noticing needs of the township and devises strategies to assemble and disseminate information to relevant audiences
- Understands the township budget and the clerk's role in monitoring budget
- Aware of purchasing policies and the bid process
- Demonstrates knowledge of uniform chart of accounts and township accounting practices
- Possesses understanding of personnel administration and human resources matters
- Has ability to transcribe minutes of the proceedings of each township board meeting in an accurate and proper manner
- Understands maintenance of township records, books and papers in accordance with record retention and disposal guidelines
- Possesses knowledge of elections and clerk's role in overseeing the elections process

(5) Township Issues

- Possesses knowledge about current issues affecting townships
- Aware of legal matters that could impact the township
- Understands the elements of risk management
- Aware of financial matters affecting the township, including revenue sources
- Possesses knowledge about land use
- Understands the planning and zoning process
- Possesses knowledge of township services and their policy implications



Duties of the Clerk

The general duties of the Acme Township Clerk are outlined below. There are many other day-to-day duties that are not listed. outlined by the Michigan Townships Association [click here](#)

Below you will find a detailed list of the duties performed by the Clerk. If you have further questions, please contact:

Cathy Dye

Acme Township Clerk

Secretary, Clerks Association of Grand Traverse County

(231) 938-1350

cdye@acmetownship.org

Board Member

The Clerk is elected every four years at the time of the Presidential Election and serves as a voting member of the Township Board limited to:

- Adopting Township policies
- Adopting Township ordinances
- Approving the budget
- Serving on assigned committees

Election Administration

The Clerk administers all elections in Acme Township. The Clerk plans, organizes, and oversees election activities including but

- Processing of absentee ballots
- Preparing voting machines
- Supplying precincts with necessary supplies for election day
- Proofing ballots
- Training Election Inspectors
- Issuing, validating, and certifying petitions for local candidates and issues
- Relocation of precinct boundaries

Voter Registration

The Clerk maintains the voter registration files, which includes but is not limited to:

- Registering new voters
- Making address/name changes to current voters
- Canceling voters when they move out of the jurisdiction or become deceased
- Issuing voter ID cards to all voters
- Maintaining Voter Master Cards with signatures of all registered voters
- Updating voter history for all voters after each election

Records Management

The Clerk is the official custodian of Township records, books and documents such as oaths, bonds, ordinances, and resolution producing and keeping minutes for the Township Board of Trustees meetings.

The Clerk's Office maintains records in accordance with the State of Michigan Record Retention Schedule. The Clerk's Office a

Financial Records

Under State Statute the Clerk is responsible for keeping a record of the expenditures made for the Township. The Clerk's office general ledger.

FOIA Coordinator

The Clerk is the official coordinator of Freedom of Information Act (FIOA) requests. All requests are processed through the Cler may gather the information.

Notary Public

The Clerk's Office provides Notary Public Service at no charge to Acme Township residents and business owners.



Acme To
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Williamsburg,
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Phone (231) 9
Fax (231) 938

Office Hours
Mon - Thurs 7
Closed Friday