

## **Township Supervisor**

The Township Supervisor is the Elected Chairman of the Township Board and acts as the Chief Executive of the Township. He or she; however, is a member of the Township Board and not separate from it. The Supervisor is responsible to appoint members of the Township Planning Commission, Board of Zoning Review and Board of Assessment Review. The Supervisor also acts as the Township's Legal Agent on behalf and consistent with the directions of the Township Board. The Township Supervisor is elected at the same time all other members of the Town Board are for 4 year terms. The next election will be in November 2010.

## **Building and Zoning**

Michigan Townships can either elect to have the Building, Electrical, and Plumbing Codes enforced from Lansing, by the State of Michigan, or decide to place these activities under local control. All Building Code activities are under local control in Jefferson Township and were placed there to more clearly and promptly provide assistance to Township residents. Zoning and Land Use Regulations are exclusively a local responsibility. Jefferson Township has a combined Township Building and Zoning Inspector. This combination helps expedite reviews for people interested in building, or understanding the regulations governing building and land use in the Township. All of the Inspectors are appointed by, and serve at the pleasure of, The Township Board.

## **Clerk**

The Clerk has custody of all records, books and papers of the township. He/she must file and retain all certificates of oaths and other papers required to be filed in his or her office. The clerk keeps an account with the township treasurer, charging the treasurer with all the funds which are received by the treasurer by virtue of that office and is required to keep a separate account for each of the several funds belonging to the township. The clerk must also prepare and maintain the journals and ledgers necessary to reflect the assets, liabilities, fund equities, revenues and expenditures for each fund of the township. The clerk is a member and chairman of the township election commission and in charge of elections in the township.

## **Treasurer**

The Treasurer is required to receive and take charge of all funds belonging to the township or which are required by law to be paid into the township treasury, and to pay over and account for the funds according to law or township board decision. The treasurer is the township's agent for collecting taxes and only collects taxes and answer questions regarding tax amounts. He/she has nothing to do with establishing values.