



Oscoda Township  
Boards & Commissions  
Recruitment Guide





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# General Information

All Board and Commission members serving in Oscoda Township are tasked with supporting or advising community leaders and elected officials on key policies and decisions within the community. Individuals may use this guide to discover information about the various committees that operate within the Township.

## **Interested in Applying?**

All Oscoda Township residents are invited to apply for appointment to Township Boards and Commissions. Some boards are open to non-residents, too. Oscoda Township prioritizes and understands the importance of educating individuals interested in serving during the recruitment process. It is recommended that prospective Board and Commission members review the desirable knowledge and skills listed for each position in addition to reviewing the work responsibilities and time commitment details for the position before applying.

## **I'm interested! What's next?**

Prospective applicants interested in applying to a Township Board or Commission position should contact the Supervisor's Office at (989) 739-3211 or come to Township Hall at 110 S State St., Oscoda Township, MI 48750 to find out if there are any vacant positions.



# Board Member Expectations

- To attend all regularly scheduled meetings
- To use parliamentary procedure to conduct and participate in meetings
- To make recommendations to the Township Board as required by law upon request
- To refrain from any act that constitutes a conflict of interest
- To follow the operating rules and bylaws the board or commission has established
- To review all relevant materials and come to the meetings prepared to discuss the issues
- To work cooperatively with other commissions when there are areas of common interest or overlap in responsibilities
- To abide by the provisions of the Open Meetings Act
- To understand that the commitment of appointment is an on-going process that involves a long-range interest in the community; fairness, common sense, honesty, good moral character; and knowledge of the Township, its people, its customs and its ordinances

# Qualities of an Effective Board Member

- Work within a team framework of compromise and exchange
- Shows courteous behavior and respect to other board members, Township Staff, and members of the general public
- Separate people from the issues when conflict arises
- Focus on mutual interests and shared goals
- Look for compromises and work to understand diverse perspectives
- Examine one's own approach to dealing with conflict and be open about concerns where there is room for compromise
- Strive to problem-solve based on collaboration rather than simply making a decision



# Appointment Process

Each Board and Commission's members are appointed by the Township Supervisor and/or Township Board of Supervisors. All Oscoda Township residents are eligible to serve on one board or commission at a time, and nonresidents may serve on some boards. The application to serve is attached to the end of this guide and also available online on the Township website.

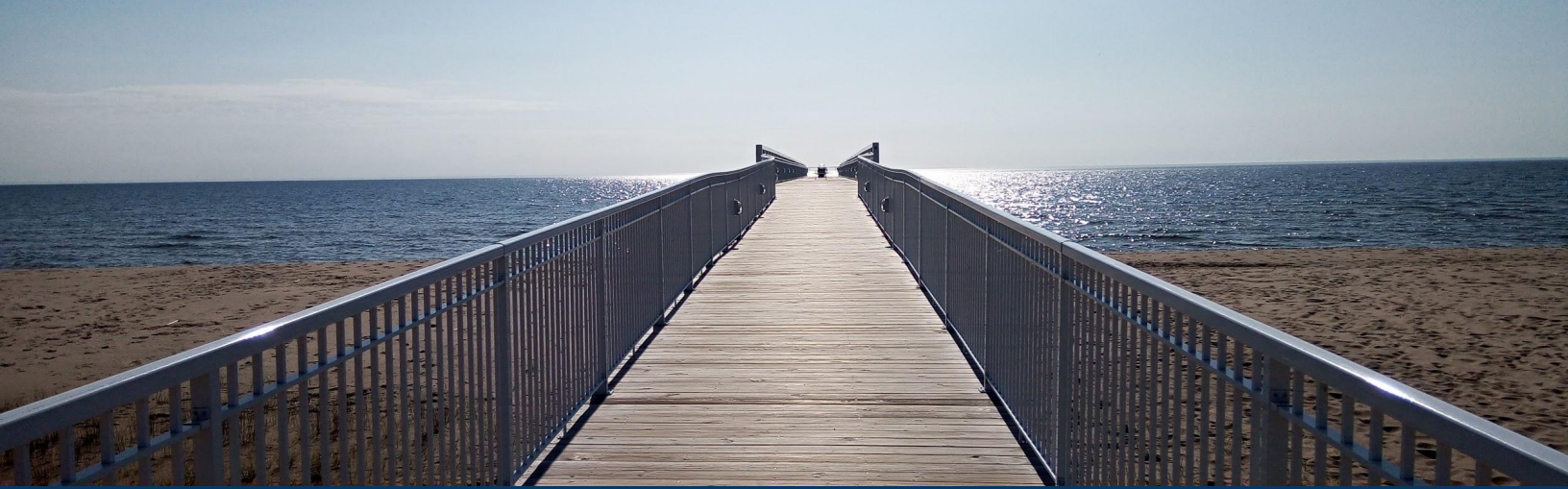
To find out more information on Township Board or Commission vacancies, contact the Supervisor's Office at (989) 739-3211.

[Click here to view or fill out an application](#)



Township  
Boards  
&  
Commissions





# Board of Review

**Role Title:**

Board of Review Member

**Appointment Type:**

The Oscoda Township Board of Review consists of three electors appointed by the Township Board for two year terms which expire on odd numbered years.

**General Statement of Duties:**

The Board reviews the current tax assessment roll to determine if all taxable property has been properly assessed, and to correct errors. The Board also hears appeals from property owners and may adjust individual assessments as it sees necessary.

**Meetings:**

The Board meets in March, July, and December, depending on the number and frequency of appeals to be heard. Members are compensated for attending meetings.

**Orientation Materials:**

An orientation packet will be provided by the Township.

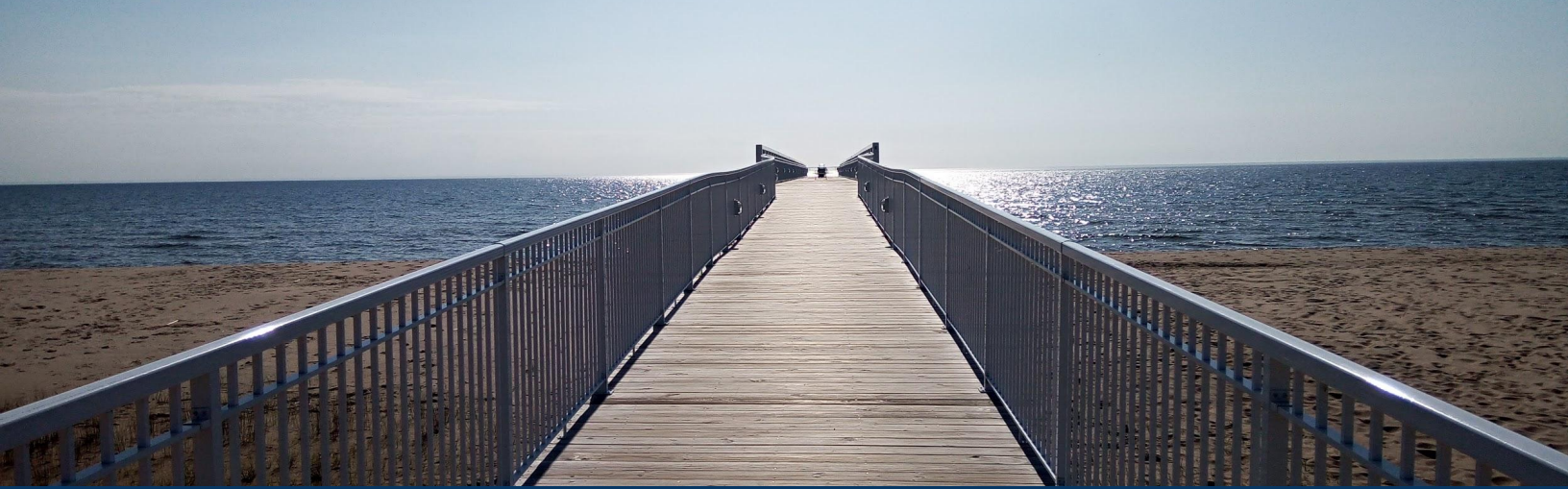
**Examples of Work Performed:**

The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position.

- Hold public hearings pursuant to MCL 15.261 et seq.
- Hear appeals and render and file its decision with a statement of reasons for the decision
- 

**Desirable Knowledge, Abilities, and Skills (Recommended, But Not Required):**

- Ability to communicate through email.
- Ability to communicate clearly and effectively with staff and the general public
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.
- Willingness to learn!



# Economic Improvement Committee (EIC)

## **Role Title:**

Economic Improvement Committee Member

## **Appointment Type:**

The EIC consists of a five member board of merchants, community members, and one resident appointed by the Township Supervisor for staggered 4 year terms.

## **General Statement of Duties:**

The EIC works with township administrators to grow business opportunities within the community. This includes business development and planning, and grant opportunities are within the scope of the EIC.

## **Meetings:**

The EIC meets every other Tuesday at 3pm at the Robert J. Parks Library. The meeting schedule can be found at [this link](#).

## **Orientation Materials:**

An orientation packet will be provided by the Township.

## **Examples of Work Performed:**

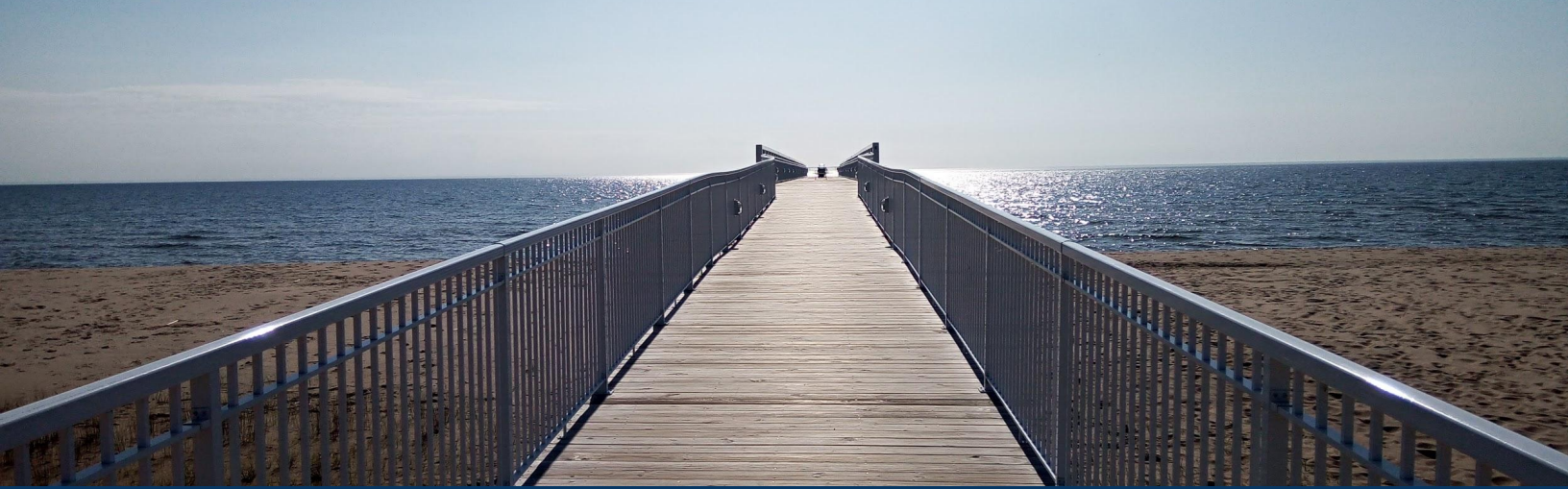
The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position.

- Work with developers throughout process of developing
- Collaborate with consultants on downtown and township projects
- Brainstorm and execute public information sessions about potential projects
- Contribute to grant writing and redevelopment efforts with local, state and national agencies

## **Desirable Knowledge, Abilities, and Skills (Recommended, But Not Required):**

- An interest in developing and supporting the economic development and growth of Oscoda Township
- Ability to communicate through email
- Ability to communicate clearly and effectively with staff and the general public
- Ability to listen and maintain professionalism with other committee members, staff, and the public
- Willingness to learn!





# Planning Commission

**Role Title:**

Planning Commissioner

**Appointment Type:**

By the Township Board; Qualified Elector Status Required; Three (3) Year Terms

**General Statement of Duties:**

The Commission reviews and approves site plans, approves temporary land uses, and recommends special land uses and zoning ordinance amendments to the Township Board.

**Meetings:**

The Planning Commission meets on the first Monday of each month at 7:00pm temporarily at the Robert J. Parks Library. Commissioners are compensated for attending meetings.

**Orientation Materials:**

An orientation packet will be provided by the Township.

**Examples of Work Performed:**

The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position.

- Read and interpret staff, applicant, and consultant reports and renderings
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue
- Read and interpret plans, ordinances, maps, legal opinions, and other technical data
- Attend training courses and seminars

**Desirable Knowledge, Abilities, and Skills (Recommended, But Not Required):**

- Basic understanding of building construction or engineering, land use planning, real estate, development, or law.
- Ability to communicate through email.
- Ability to communicate clearly and effectively with staff and the general public
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.
- Willingness to learn!



# Zoning Board of Appeals (ZBA)

## **Role Title:**

Zoning Board of Appeals Member

## **Appointment Type:**

The Zoning Board of Appeals consists of five members appointed by the Township Board.

## **General Statement of Duties:**

The ZBA serves as a quasi-judicial body which hears and decides matters relating to the application of the Zoning Ordinance.

## **Meetings:**

The ZBA meets the third Monday of each month as necessary at 7:00pm and held temporarily at Robert J. Parks Library. Members are compensated for attending meetings.

## **Orientation Materials:**

An orientation packet will be provided by the Township.

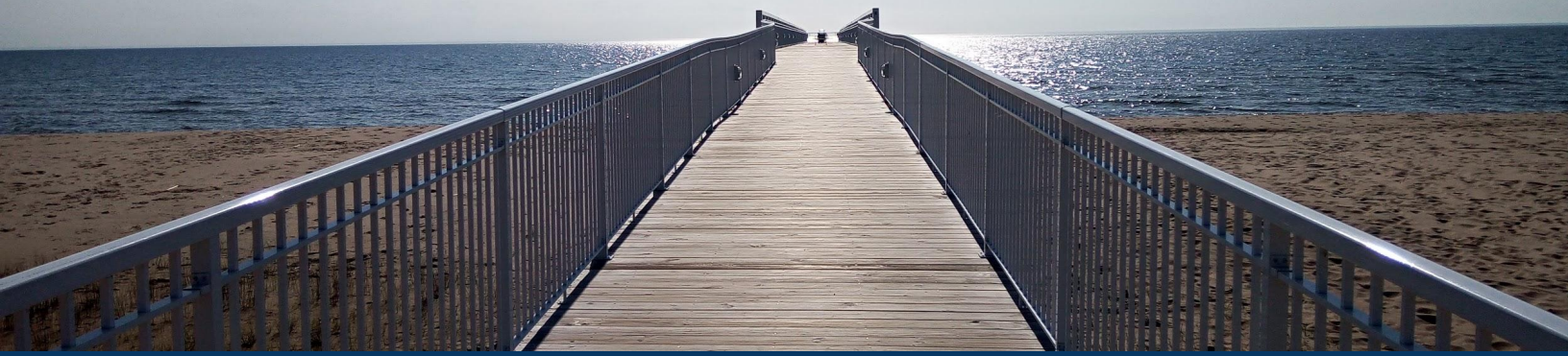
## **Examples of Work Performed:**

The following tasks are typical examples of the work performed by an appointee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position.

- Read and interpret staff, applicant, and consultant reports and renderings.
- Speak or otherwise communicate with commissioners, staff, applicants, and the public at a public venue.
- Read and interpret plans, ordinances, map

## **Desirable Knowledge, Abilities, and Skills (Recommended, But Not Required):**

- Basic understanding of building construction or engineering, land use planning, real estate, development, or law.
- Ability to communicate through email.
- Ability to communicate clearly and effectively with staff and the general public.
- Ability to listen and maintain professionalism with other commissioners, staff, and the public.
- Willingness to learn!



# Application Information

- Board Members (Link)
- Appointment Process (Link)
- Meeting Schedules (Link)
- Application Form (Link)



Oscoda Township  
110 State St.  
Oscoda Township, MI 48750  
(989) 739-3211

*A separate application is required for each board or commission you wish to join. Applications remain active for one year from the date of submittal. Resumes are encouraged and may be attached to your **completed** application.*

|  |                      |
|--|----------------------|
| <b>Name of Board or Commission for which you are applying:</b>   |                      |
| <b>Name:</b>   |                      |
| <b>Home Address:</b>   | <b>Work Address:</b> |
| <b>Home Phone:</b>   | <b>Work Phone:</b>   |
| <b>Cell Phone:</b>   | <b>Email:</b>        |
| Please note your preferred method(s) to be contacted: <input type="checkbox"/> Home Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Email |                      |
| Residency is required for most boards and commissions.<br><input type="checkbox"/> I am a resident. If so, for how many years? _____   |                      |

|   |
|---|
| <b>Describe any experiences that led to your desire to serve the community.</b> |
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| <b>Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or commission.</b> |
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Oscoda Township  
 110 State St.  
 Oscoda Township, MI 48750  
 (989) 739-3211

**Employment:** List your three most recent employment experiences.

| Dates of Employment | Company Name/Location | Position | Job Description |
|---------------------|-----------------------|----------|-----------------|
|                     |                       |          |                 |
|                     |                       |          |                 |
|                     |                       |          |                 |

**Education:** List your most recent relevant educational experiences. Please include any sessions, seminars, experience, and technical training.

| Educational Institution/School/Association | Certificate/Degree Received | Area(s) of Study |
|--|-----------------------------|------------------|
|  |                             |                  |
|  |                             |                  |

**Supplemental Information:** Please review the attached “Boards and Commissions Application Attachment” for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds on its boards and commissions.

**Important Public Records Information:** All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the Clerk at (989) 739-4971 if you have any questions or concerns about the disclosure of specific information.

**Truth and Accuracy:** I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

\_\_\_\_\_  
**Applicant’s Signature**

\_\_\_\_\_  
**Date**

Return completed forms to:

Oscoda Township Clerk  
 110 State St.  
 Oscoda Township, MI 48750  
 (989) 739-4971  
[clerk@OscodaTownshipMi.gov](mailto:clerk@OscodaTownshipMi.gov)



## Boards and Commissions Application Attachment

### Board of Review

The Oscoda Township Board of Review consists of three electors appointed by the Township Board for two year terms which expire on odd numbered years. Please check below if you have experience in:

- Banking/Finance
- Property Appraisal/Assessing
- Real Estate/Development/Law (no agents or brokers)

### Economic Improvement Committee (EIC)

The EIC consists of a 5 member board of merchants, community members and one resident appointed by the Township Supervisor for staggered 4 year terms. Please check below if you have experience in:

- Small Businesses
- Downtown Development
- Grant writing
- Working with community partners
- Real Estate/Development/Law

### Zoning Board of Appeals

The Zoning Board of Appeals consists of five members appointed by the Township Board. The ZBA serves as a quasi-judicial body which hears and decides matters relating to the application of the Zoning Ordinance including a variance from an Ordinance standard, an appeal of a Zoning Administrator's decision or an interpretation of an Ordinance provision. Please check below if you have experience in:

- Architecture
- Building Construction/Engineering
- GIS/AutoCAD
- Land Use Planning
- Real Estate/Development/Law
- Zoning

### Planning Commission

The Planning Commission consists of seven members appointed by the Township Board. The Commission serves in both an advisory and administrative role for matters relating to land use and development. The Planning Commission prepares the Township's Master Plan and makes recommendations on proposed public improvements based on the Plan. The Commission hears and acts upon Special Land Use permits and Site Plan applications and makes recommendations on amendments to the Zoning Ordinance text or map, Subdivisions and Planned Unit Developments. Please check below if you have experience in:

- Architecture
- Building Construction
- Civil Engineering
- Facilities Management
- GIS/AutoCAD
- Historic Preservation
- Land Use Planning
- Landscape Architecture
- Property Maintenance/Management
- Real Estate/Development/Law