

Charter Township of Van Buren **Boards & Commissions** Recruitment Guide



What's your vision for Van Buren Township?



Imagine you have just moved back to Van Buren Township after spending 20 years living far away. What changes would you hope to see?

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General Information

All Board and Commission members serving in The Charter Township of Van Buren 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 Van Buren Township residents are invited to apply for appointment to Township Boards and Commissions. The Charter Township of Van Buren 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 (734)-699-8910 or by visiting Township Hall at 46425 Tyler Road, Van Buren Township, MI 48111 to find out if there are any vacant positions.





Board Member Expectations & Responsibilities

- 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

The Township Supervisor has the responsibility to appoint, with Board Approval, members of the Township's various committees and commissions. All Charter Township of Van Buren residents are eligible to serve on one board or commission at a time. The application is attached to the end of this guide and also available online under the Government tab of the Township website.

To find out more information on Township Board or Commission vacancies, contact the Supervisor's Office at (734)-699-8910.

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

Township Board & Commissions





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:

Second and Fourth Tuesdays of the month; 7:30 p.m.; Van Buren Township Hall

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!



Board of Zoning Appeals

Role Title:

Board of Zoning Appeals Member

Appointment Type:

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

General Statement of Duties:

The Board of Zoning Appeals reviews variance applications, interprets the zoning ordinance, and reviews appeals of zoning decisions in an adjudicatory fashion.

Meetings:

Second Tuesday of the month; 7:00 p.m.; Van Buren Township Hall

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.
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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.
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Board of Construction Appeals

Role Title:

Board of Construction Appeals Member

Appointment Type:

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

General Statement of Duties:

The Board of Construction Appeals hears appeals of the decisions of the Building Official and reviews and grants proposed variances from specific provisions of the building code.

Meetings: Only meets when necessary and within 30 days after submission of an appeal;
Van Buren Township Hall

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 with the enforcing agency from whom the appeal was taken not more than thirty (30) days after submission of the appeal.

Required Knowledge and Skills:

- Members must have background in construction and a working knowledge of the codes being enforced by the governmental subdivision in order to process appeals and consider variances.

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!



Environmental Commission

Role Title:

Environmental Commissioner

Appointment Type:

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

General Statement of Duties:

The Environmental Commission acts as an advisory body and recommending body to the Board of Trustees on all matters pertaining to the environment in and surrounding Van Buren Township. This shall include, but not limited to, matters concerning Belleville Lake and the Landfill.

Meetings:

Third Wednesday of the month; 7:00 p.m.; Van Buren Township Hall

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.

- Discuss and provide recommendations to the Township Board of Trustees on environmental issues.
- Commissioners address the environmental concerns of the Township and work to protect the environment for future generations.

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

- Basic understanding of environmental concepts including but not limited to air quality, natural resource and open space conservation and protection, hazardous wastes, recycling, composting, septic tank issues, water quality, or watershed management.
- 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!



Recreation Committee

Role Title:

Recreation Committee Member

Appointment Type:

By the Township Board; Qualified Elector Status Required; One (1) Year Terms

General Statement of Duties:

The Recreation Committee acts as an advisory and recommending body to the Board of Trustees on matters pertaining to parks and recreation in the Charter Township of Van Buren. This shall include, but not be limited to, the review of ordinances, contracts, and agreements.

Meetings:

Bi-monthly; second Tuesday of each even-numbered month; 5:30 p.m.; Van Buren Township Hall

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.

- Discuss and provide recommendations to the Township Board of Trustees on parks and recreation topics and issues.
- Work with staff representatives to discuss various topics including potential grant opportunities, recreation programming, activities at the parks, annual budgets, and capital improvements.

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

- An interest in developing and supporting Township parks, recreational facilities, and programming.
- 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!



Senior Center Endowment Committee

Role Title:

Senior Center Endowment Committee Member

Appointment Type:

By the Township Board; Qualified Elector Status Required; Two (2) Year Terms; Must be a Senior Citizen

General Statement of Duties:

The Senior Center Endowment Committee acts as an advisory and recommending body to the Board of Trustees on matters pertaining to the expensing of endowment funds for the September Days Senior Center.

Meetings:

Second Tuesday of the month; No meetings are held in June, July, August, November, or December; 11:00 a.m.; Van Buren Township Hall

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.

- Discuss and provide recommendations to the Township Board of Trustees on expensing of endowment funds of the September Days Senior Center

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

- 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!



Local Development Financing Authority

Role Title:

Local Development Financing Authority Member

Appointment Type:

By the Township Board; Qualified Elector Status Required; Four (4) Year Terms

General Statement of Duties:

The LDFA is established by the Township and accomplishes economic and community development activities that are authorized by Michigan statutes. The authority creates and implements a Development and Tax Increment Financing Plan to promote the growth of the Authority District and take steps necessary to implement the plans to the fullest extent possible to create jobs and promote economic growth.

Meetings:

Second Tuesday of every other month, except for the month of March when the meeting will be held on the second Wednesday due to scheduled elections; 2:00 p.m.; Van Buren Township Hall

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.

- Encourages local development to prevent conditions of unemployment and promote economic growth.
- Provides for the creation and implementation of development plans and to authorize the acquisition and disposal of interests in real and personal property
- Permits the issuance of bonds and other evidence of indebtedness by an authority; reimburse authorities for certain losses of tax increment revenues; and authorizes and permits the use of tax increment financing.

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

- An interest in developing and supporting the economic development and growth of the 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 commissioners, staff, and the public.
- Willingness to learn!



Water & Sewer Commission

Role Title:

Water and Sewer Commissioner

Appointment Type:

By the Township Board; Qualified Elector Status Required; Two (2) Year Terms

General Statement of Duties:

The Water & Sewer Commission acts as an advisory and recommending body to the Board of Trustees on all matters concerning the alteration, improvement, repair and operations of the sewer and water systems of the Township of Van Buren that may be referred to or initiated by the Van Buren Township Water & Sewer Commission.

Meetings:

Quarterly; Fourth Tuesday of January, April, July, and October; 5:30 p.m.; Van Buren Township Hall

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.

- Discuss and provide recommendations to the Township Board of Trustees on sewer and water system operations, department budget, long-term capital project planning, rate changes, and other related subjects as they arise.

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

- A general interest in the Township's commitment to a clean and safe environment, an enhanced service delivery to its customers and protection of the significant public investment in the township's buildings and grounds, and water distribution and sanitary collection systems
- 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!

CHARTER TOWNSHIP OF VAN BUREN

BACKGROUND AND PERSONAL DATA OUTLINE ON CANDIDATES FOR APPOINTMENT TO COMMITTEES, COMMISSIONS AND BOARDS

Committee, Commission or Board in which interested: _____

Name: _____

Address: _____

Home Telephone: _____ Cellular Telephone _____

Work Telephone: _____ Email Address _____

High School: _____

College: _____ Degree/Course(s): _____

Current Employment: _____

Job Title: _____

Duties performed: _____

Current membership in organizations and offices held: _____

Past membership in organizations and offices held: _____

Additional information and comments: _____

**RETURN COMPLETED FORM TO THE TOWNSHIP SUPERVISOR'S OFFICE,
46425 Tyler Road, Belleville, MI 48111 (734) 699-8910.**

Signature

Date

