



Supervisor

Statutory and Assigned Duties

Statutory Duties

- Moderates board and annual meetings
- Chief assessing officer (if certified)
- Secretary to board of review
- Township's legal agent
- Must maintain records of supervisor's office
- Responsible for tax allocation board budget (if applicable)
- Develops township budget
- Appoints some commission members
- May call special meetings
- May appoint a deputy
- Member of the Branch County Supervisors Association
- Seat on the board of the Marble – Coldwater Lake Board

Assigned Duties

- Serves on Election Commission
- Facilitates new appointment classified ads and interviews
- May be designated as "Enforcement Officer" by the Township Board, to contact, and enforce ordinance violators
- Be a contact for ADT alarm and fire
- Oversee Township Hall maintenance and repair issues