**Supervisor Statutory Duties and Authority**

* Moderates board meetings
* Township legislator, required to vote on all issues
* Secretary to  [Board of Review](https://www.michigantownships.org/members/topic.asp?tpt=tv&tid=9)
* Township’s legal agent
* Must maintain records of supervisor’s office
* Appoints some commission members
* May call special meetings

**Clerk Statutory Duties and Authority**

* **Attend all Board meetings**
* Township legislator, required to vote on all issues
* Maintains custody of all township records
* Records and maintains township meeting minutes (Historically, SJCT has had a separate Recording Secretary)
* Keeps the township book of oaths
* Responsible for regular and special meeting notices
* Publishes board meeting minutes (SJCT’s Deputy Clerk publishes a synopsis of the meeting minutes)
* Keeps voter registration file and conducts elections (SJCT currently has an Election Coordinator and Election Assistant that fulfill this requirement.)
* Chair of township [elections commission](https://www.michigantownships.org/members/topic.asp?tpt=tv&tid=98)
* Keeps township ordinance book (Currently, the Manager and Ordinance Department fulfill this requirement.)
* Prepares financial statements (SJCT has an accountant on staff that fulfills this requirement.)
* Delivers tax certificates to supervisor and county clerk
by September 30 (The Deputy Treasurer and Assessor fulfill this requirement.)
* Must appoint a [deputy](https://www.michigantownships.org/members/infosearch.asp?tpt=tv&tid=134&v=p)
* Must post a surety bond (The Township takes care of this via the staff accountant)

 **Treasurer Statutory Duties and Authority (SJCT’s Deputy Treasurer fulfills the day-to-day duties of the Treasurer.)**

* Attend all Board Meetings
* Township legislator, required to vote on all issues
* Collects real and personal property [taxes](https://www.michigantownships.org/members/topic.asp?tpt=tv&tid=159)
* Keeps an account of township receipts (revenues) and expenditures
* Disburses township checks
* Deposits township revenues in approved [depositories](https://www.michigantownships.org/members/topic.asp?tpt=tv&tid=193)
* Invests township funds in approved [investment](https://www.michigantownships.org/members/topic.asp?tpt=tv&tid=175) vehicles
* Collects [delinquent personal property tax](https://www.michigantownships.org/members/topic.asp?tpt=tv&tid=188)
* Responsible for jeopardy assessments in collecting delinquent personal property tax
* Must appoint a [deputy](https://www.michigantownships.org/members/topic.asp?tpt=tv&tid=135)
* Must post a surety bond (The Township takes care of this via the staff accountant)

 **Trustee Statutory Duties and Authority**

* Attend all Board Meetings
* Township legislators, required to vote on all issues
* Responsible for township’s fiduciary health
* Two trustees serve on the township election commission in a charter township