

Oxford Township Board of Trustees

Standard Operation Procedure

Committee and Commission Application Process

Individuals seeking appointment to boards, commissions, and committees are subject to the appointment or approval authority of the Oxford Township Board of Trustees. An application to serve shall be completed by all appointees, prior to or upon appointment. Applications are available on the Township website or can be obtained from the Township Clerk's Office.

Purpose

The purpose of the application process is to provide information related to an individual's knowledge, experience, and interest in serving Oxford Township. This information may be utilized to determine the appropriateness of an appointment and to ensure there is a record of interest on file with the Township.

Notice

Thirty days before any committee or member expiration date(s), the Township Clerk will post a notice of the intended vacancy on the Township website. Board members will be advised as well. The notice shall include a description of the function, membership requirements, any per diem paid, term of appointment, method of work, and due date.

Application Completion

Interested individuals will be directed to complete an Application for Appointment, which can be downloaded from the website or obtained from the Clerk's Office. Those wishing to be re-appointed will also be required to complete an Application for Appointment.

Individuals that may be appointed outside of the application process, or otherwise appointed based on a Board member's recommendation, shall be required to complete and submit an application within a reasonable time following the appointment.

All applications shall be placed on file with the Township. An application is provided as Exhibit A.

Application Submission

Applications may be submitted at any time and may remain on file for two (2) years.

Applications for posted vacancies should be submitted to the Township Clerk no later than the designated posting date to be considered for an appointment. Applicants for posted vacancies

must include any required documentation noted on the posting and may also include non-mandatory items such as a resume, letter of intent, or work samples.

Committee applications should be sent to:

Office of the Township Clerk
300 Dunlap Road
Oxford, MI 48371

Application Procedure

All applications received by the Clerk’s Office will be distributed to all board members for review and consideration.

Consideration for Appointment

In the event there are multiple applications for the same position, applicants may be notified the Board will consider their application. Applicants may be invited to present their interest and qualification to the Board in a public meeting. The Board of Trustees may determine not conduct interviews or hear verbal applications for any position(s), unless required by law.

Appointment

Upon selection for an open position, applicants will receive an Appointment Letter. Applicants shall sign the letter indicating acceptance of appointment. Acceptance shall be filed with the Clerk’s Office for record-keeping purposes.

Record Keeping

The Township Clerk, or designee, will coordinate and oversee the process of maintaining all records on committee appointments.