

Driving Directions & Locations

Tuesday, December 11:

Treetops Resort

3962 Wilkinson Rd., Gaylord (866) 348-5249

From I-75: Take Exit 282 and follow M-32 east through Gaylord to Wilkinson Rd. Turn left onto Wilkinson Rd. and travel east to the resort, which will be on your left. The meeting will be held in the main lodge, which is on your right as you enter the grounds, on level two.

Thursday, December 13:

Okemos Conference Center

2187 University Park Dr., Okemos (517) 381-7300

From I-96: Take Exit 110 and head north on Okemos Rd. Turn right onto University Park Dr. In about a quarter-mile, turn right (past the Best Western) and proceed past the Comfort Inn. The Conference Center is located at the back of the parking lot.

Lodging is available at the Comfort Inn, 2187 University Park Dr., Okemos, (517) 347-6690

Lodging and special needs

Discounted lodging is available; contact the hotel listed above and let them know you are attending this MTA event. Participants with special needs (dietary, accessibility) should contact MTA at least one week in advance via telephone at (517) 321-6467 or email kristin@michigantownships.org.



512 Westshire Drive
P.O. Box 80078
Lansing, MI 48908-0078

New Officials Training



New Officials Training



Tuesday, Dec. 11:
Treetops Resort, Gaylord

Thursday, Dec. 13:
Okemos Conference Center, Okemos

Help your newest board members succeed;
please share this with all new officials!

Does your board have any new members since the term started or as a result of the mid-term election? Help your newest board members succeed by passing this registration form along! In fact, join them, as this is a great refresher, even for seasoned officials.

Welcome to Township Government

Upon taking the oath of office as a township official, you are assuming multiple responsibilities, requiring a unique combination of leadership, decision-making and administration, as well as an understanding of statutory requirements.

How can you bring fresh perspectives to the board, while valuing the work of veteran board members and staff?

What are the crucial functions you need to perform right now for your specific office?

Don't miss this opportunity to learn how to start out on the right foot!

A valuable refresher

Designed to help build on your abilities and understanding of township government, this program enables you to successfully represent and serve your residents while shaping your community's future. Get an overview of the "hows and whys" of township government, and explore the duties and responsibilities of a township board. A helpful refresher for those changing office.

Breakout sessions will be held in the afternoon:

- **Supervisors and Trustees** (meeting management, ordinances, lawful expenditures, budgets, township administration, assessing oversight and the role of the trustee)
- **Clerks and Treasurers** (financial operations, internal controls, records and reporting along with other additional duties)

Add-on options

The publications offered in the *Basic Starter Kit* are an integral part of the training. If your township already owns current editions, bring them with you to the workshop. Individual books are also available for sale on-site, while supplies last.



OPTION 1: Basic Starter Kit

(\$88 discounted rate)

Guide to Township Government (specific to your office), *Authorities & Responsibilities of Michigan Township Officials, Boards and Commissions*, and *Introduction to Township Board Meetings*

OPTION 2: Essential Township Collection

(\$218 discounted rate)

Includes resources offered in the *Basic Starter Kit* PLUS *Building a Better Budget* (includes CD), *Introduction to FOLA*, *The Township Guide to Planning & Zoning* and *Policy Matters!*

Cancellations & substitutions: Written cancellation requests received at the MTA office by Nov. 27 will receive a full refund. No refunds will be issued thereafter. You may switch workshop locations at no charge if you notify MTA of the change at least one week prior to the workshop; otherwise, a \$25/person fee will be assessed. You may substitute another individual from your township for your registration at any time without incurring a charge; please notify MTA of the change.

Event Details

8:30 a.m.

Registration Check-in and Continental Breakfast

9 a.m. to 4 p.m.

Workshop
(Includes networking lunch)

Dates and Locations

Dec. 11: Treetops Resort, Gaylord
Dec. 13: Okemos Conference Center, Okemos

Early-bird Member Rates

\$149 - Workshop only
\$237 - Workshop plus "Basic" publications
\$367 - Workshop plus "Essential" publications

New Officials Training

To Register

Send your completed registration form with payment to MTA, P.O. Box 80078, Lansing, MI 48908-0078. Payment via credit card may be faxed to: (517) 321-8908 or register online at www.michigantownships.org.

Copy this form to retain dates and directions.

Township _____ County _____

Daytime Telephone _____ Email Address _____

Name & Title _____ Purchase books: Basic Essential

Name & Title _____ Purchase books: Basic Essential

Name & Title _____ Purchase books: Basic Essential

Please check the date/location you will attend:

Dec. 11, Gaylord Dec. 13, Okemos

	Early-bird Rate* For registrations paid by Nov. 27.	Regular Rate* For registrations paid after Nov. 27.	# of People Registered	TOTAL DUE
Per person <i>No books included</i>	\$149	\$169	X	=
Per person <i>Includes basic book package</i>	\$237	\$257	X	=
Per person <i>Includes essential book package</i>	\$367	\$387	X	=

*Rates apply to MTA members. Non-members, call for rates.

NOTE: Payment must accompany form in order to be processed.

Check enclosed (payable to MTA)

Charge to: (circle one) MasterCard VISA

Card # _____ Expires _____

Print Card Holder's Name _____ Signature _____