

## Driving directions

### Boyne Highlands Resort

600 Highland Dr., Harbor Springs (855) 688-7022

*GPS/Online Maps use: 600 Highland Pike Road*

*From U.S.-31 North:* Take U.S.-31 to M-119 in Petoskey and turn left. Drive 3 miles, then turn right onto Pleasantview Rd./County Rd. 81. Continue approx. 3 miles and turn left onto Highland Rd. The Resort entrance will be on your right. This event will be held in the Tailgate Room, located in the Convention Center/Day Lodge building. Use the entrance on the left (south) end of the building, and take the stairs or elevator to Level 2.

## Lodging and special dietary restrictions

Discounted lodging is available; contact the resort at (855) 688-7022 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 at (517) 321-6467 or email [kristin@michigantownships.org](mailto:kristin@michigantownships.org).

For more information on TGA, log in to the member side of [www.michigantownships.org](http://www.michigantownships.org); look under "Training" and select "Township Governance Academy."

## Excellence in governance

These courses are part of MTA's Township Governance Academy (TGA). They are designed to enhance your leadership skills and motivate you to take on the challenges and opportunities unique to those serving as an elected official.



Regardless of your position on the board or amount of experience, TGA will move you to a higher level of performance and make your service more rewarding.

Uncertain whether TGA is for you? Try it! You do NOT have to be enrolled in TGA to attend the courses. Credit will be assigned retroactively if you enroll within six months of attending.

Prsrt Std.  
US Postage  
Paid  
Lansing, MI  
Permit #765



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

September workshops  
examine township  
teamwork, services



**September 17**  
**Managing Your  
Township Team**



**September 18**  
**At Your Service:  
Meeting  
Township Needs**

*Relevant to the entire township board ...  
no matter what your level of experience.*

**Boyne Highlands in  
Harbor Springs**

MTA can help your board improve the way it functions as a team. We can also offer strategies to determine which services are most important to the residents you serve and the risks inherent with those services. Join us at **Boyne Highlands** in Harbor Springs on **Sept. 17-18** for one (or both!) of the sessions described below:

### Managing Your Township Team

(F-104 - 6 credits)

**September 17 from 9 a.m. to 4 p.m.**

Township board members, deputies, election workers, assessors and firefighters are employees for at least some employment purposes, and so are volunteers. Townships, large and small, need to be prepared to address human resource issues. Preparing and implementing appropriate policies can improve morale around your township hall, help you retain quality people and avoid employment (even volunteer!) related risks. Get the tools you need to better manage your township team.

### At Your Service: Meeting Township Needs

(F-101 - 6 credits)

**September 18 from 9 a.m. to 4 p.m.**

Learn more about the role, authority and legal requirements of the township board in providing services for your residents. Explore funding options as well as the board's responsibility in assuring that the risk is properly managed. Learn techniques for evaluating whether your township's services are effectively serving your community and what considerations should be made to ensure future viability.

### Cancellations & Substitutions

Written cancellation requests received at the MTA office by Sept. 4 will receive a full refund. No refunds will be issued thereafter. You may substitute another individual from your township for your registration at any time without incurring a charge; please notify MTA of the change. Substitutions are not allowed for registrations made using Township Governance Academy scholarship funds.

## EVENT DETAILS

### Boyne Highlands in Harbor Springs

**Tuesday, Sept. 17**

**9 a.m. to 4 p.m.**

*Includes continental breakfast and lunch*

#### Managing Your Township Team

*Presented by attorney Helen "Lizzie" Mills,  
Fabey Schultz Burzych & Rhodes, PLC*

**Wednesday, Sept. 18**

**9 a.m. to 4 p.m.**

*Includes continental breakfast and lunch*

#### At Your Service: Meeting Township Needs

*Presented by attorney Steve Mann, Miller Canfield,  
(former Trustee, Plymouth Charter Township, Wayne Co.)  
and governance expert Susan Radwan, Owner,  
Leading Edge Mentoring*

These courses are part of MTA's Township Governance Academy, a credentialing program exclusively for township officials. You do NOT need to be enrolled in the program to participate. See reverse panel for additional information.



## To Register

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

Township \_\_\_\_\_ County \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Name & Title  Team (F-104)  Service (F-101)  Both classes

Name & Title  Team (F-104)  Service (F-101)  Both classes

Name & Title  Team (F-104)  Service (F-101)  Both classes

Name & Title  Team (F-104)  Service (F-101)  Both classes

	Early-Bird Rate* Before Sept. 4	Regular Rate* Sept. 5-12	Onsite Rate* After Sept. 12
<b>Team (F-104)</b>	\$125/attendee	\$145/attendee	\$165/attendee
<b>Service (F-101)</b>	\$125/attendee	\$145/attendee	\$165/attendee
<b>BOTH SESSIONS</b>	\$250/attendee	\$290/attendee	\$330/attendee

# of Sessions                      Registration Fee                      Total

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

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

**Register by Sept. 4 and save up to \$80!**

<b>NOTE: Payment must accompany form in order to be processed.</b>			
<input type="checkbox"/> Check enclosed (payable to MTA)			
<input type="checkbox"/> Charge to: (circle one)	MasterCard	VISA	
_____ - _____ - _____	_____	_____	_____/_____ Expires
Card #	Expires		
Print Card Holder's Name	Signature		