



## Process for Public Service Applications

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1. Public Service Applications are received, on an ongoing basis, by Supervisor, Clerk and Executive Assistant through the website, email/mail or in person (must be stamped on date received). Executive Assistant forwards to the staff liaison.
2. A “thanks for applying” email that will generate automatically from the website from the Supervisor, or be sent by the Executive Assistant for applications received via email/mail or in person.
3. Staff liaison forwards their Commission recommendations AND resignations to Executive Assistant and Executive Assistant forwards to Supervisor and Clerk.
4. Supervisor contacts Executive Assistant to add appointment to the Township Board agenda. Executive Assistant writes draft memo for Supervisor’s approval. Executive Assistant contacts the applicant to inform and invite them to attend the Township Board meeting. Supervisor can directly appoint members to the Planning Commission and Zoning Board of Appeals.
5. Once applicant is approved by the Township Board, the Clerk’s Office sends “welcome aboard” email and schedules swearing in including staff liaison, Executive Assistant and Supervisor on communication.
6. Following swearing in, the staff liaison meets with the new applicant for onboarding orientation.
7. A “thank you for your service” notecard from the Supervisor will be sent from the Executive Assistant and signed by the Supervisor once resignations are communicated to the Executive Assistant, Clerk and Supervisor.
8. Reappointments- In November each year, Executive Assistant sends all staff liaisons, Supervisor and Clerk’s Office the list of folks that are up for reappointment that year. Staff connects with their respective Commissioners regarding reappointment and contact information and emails Executive Assistant with their responses. Executive Assistant creates reappointment memo draft for the Supervisor’s review for the 1<sup>st</sup> December Board meeting.
9. A “congrats on your reappointment” email from the Clerk’s Office will be sent and swearing in scheduled including staff liaison, Executive Assistant and Supervisor on communication.
10. Executive Assistant sends out “current vacancies” report quarterly to Supervisor and Clerk. Executive Assistant will maintain the Board and Commission excel database, shared drive folders (Clerk’s drive-public service applications), website and email list.