

Lenawee County Board Appointment Application



APPOINTEE ROLES AND RESPONSIBILITIES FOR INDIVIDUALS SERVING ON LENAWEE COUNTY BOARDS, COMMITTEES, AND COMMISSIONS

INTRODUCTION

The County Board of Commissioners in each Michigan County has the statutory responsibility of making various appointments to boards and commissioners. Each statutory Board of Commissioners varies in terms of:

1. The duties of the individuals appointed
2. The length of the appointment
3. Compensation, if any, that is to be received
4. The time of the year in which the appointment is made
5. Whether County Commissioners may serve as members of the Board of Commission
6. The date and time of meetings and the number of meetings per year

APPOINTMENT PROCESS

1. **NOMINATION** – A person may be nominated for an appointment by a commissioner or a board. Nominations should be made to the Personnel Ways & Means Committee.
2. **SOLICITATION** – The board member opening is advertised on social media and the Lenawee County Website.
3. **APPLICATION** – All interested should complete an application, whether they are nominated or solicited.

Board Appointment applications are available in the Administrators Office and on the County's website:
www.lenawee.mi.us

Submit completed applications to the Administrator's office – email: county.administrator@lenawee.mi.us
Fax # 517-264-4512
Old County Courthouse, 2nd floor
301 N. Main Street
Adrian, MI 49221

Potential nominees to boards and commissions should:

- Have an interest in the board or commission they are applying for
- Be willing to become knowledgeable about the particular board or commission
- Be committed and willing to serve as a representative of the County on the board or commission
- Have no conflict of interest in regard to the board or commission they are applying for
- Apply or accept a nomination willingly, without a sense of obligation
- Be available on the date/times of meetings of the particular board or commission. Attendance at meetings is encouraged. The determination of unexcused absences shall be made by the respective committee. A recommendation for removal from office shall be forwarded to the Board of Commissioners. *This section shall not apply to statutory boards which have other procedures for removal of members.

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ROLES AND RESPONSIBILITIES – The roles of individuals appointed to various boards and commissioners vary depending on the statutory nature of the appointment.

1. Some board or commission appointments serve only in an **advisory capacity** while other positions may be both **advisory and policy management**. The statutes govern the nature of the role of the board or commission.
 - a. **ADVISORY BOARDS** – Boards and commissioners which are advisory in nature function as a sounding board to the agency director or management personnel. The board member is appointed to solicit feedback from the community and to advise the management staff on issues such as: program priorities, the success of the agency in meeting stated objectives, and to provide assistance to management staff to address issues and concerns which may develop in relationship to the agency functioning in the community.
Separating an advisory role from a policy management role is a fine line which may have to be defined by mutual agreement between the board and management staff. The internal day-to-day management and operation of an agency *is not the function of an advisory board* unless the management staff solicits input. If the operation, management, and performance is below desired levels (assuming it is known what those levels are), the advisory body has an obligation to provide feedback to the management staff and actively seek resolution of the deficiencies.
 - b. **ADVISORY AND POLICY MANAGEMENT BOARDS** – Boards or commissions which have both advisory and policy management responsibilities, such as hiring the agency director, performing evaluation of management, approving contracts, and approving and reviewing budgets require a more active role on the part of appointed board members. Such boards or commissions require the appointee to gain an in-depth understanding, not only of the financing arrangements, but of the operating policies and guidelines which contribute to the operation of the agency. However, the day-to-day management of the agency remains with the management staff.
2. AFTER APPOINTMENT:
 - a. Once appointed, board and commission members have the responsibility to become familiar with the goals and objectives of the agency and any State and/or County statutes which guide the operation of the agency and its financing arrangements. Some agencies have a complex financing arrangement with federal, state, and local funds involved. Developing a knowledge base of the financing arrangement is important if the board member is to fulfill their role as a contributing member to the advisory body.
 - b. Appointees should be mindful that they are serving as a representative of the County on a board or commission.
 - c. Appointees should come prepared to meetings. Board members should take the time to become familiar with the agency, its challenges, problems, and programs. In addition, gaining operational knowledge of the financial condition is paramount to becoming an effective board member.
 - d. Appointees shall not use their position on any board, committee, or commission to solicit any type of personal or monetary gain.

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RETURN THE COMPLETED QUESTIONNAIRE, ALONG WITH ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO BE CONSIDERED TO:

Lenawee County Board of Commissioners
Attn: Personnel/Ways & Means Committee
301 N. Main St.
Adrian, MI 49221

EMAIL: carissa.zubke@lenawee.mi.us

FAX: (517) 264-4512

BOARD YOU WOULD LIKE TO BE CONSIDERED:

Is this an application for reappointment? YES NO How long have you served? _____

NAME: _____

HOME ADDRESS: _____

CITY/STATE: _____

HOME TELEPHONE: _____ CELLPHONE: _____

EMAIL: _____

Are you a United States Citizen: YES NO Registered Voter: YES NO

At least 18 years of age: YES NO

Have you ever been convicted of a felony: YES NO

Briefly indicate any special skills/experience that would bring to this board:

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Present appointments:

BOARD & TITLE	DATES SERVED

Previously held appointments:

BOARD & TITLE	DATES SERVED

I _____ certify that all statements and representations provided in this application and on accompanying materials, to the best of my knowledge, are true and accurate.

Signature: _____ Date: _____

Note: Applicants may, but are not required, to attach additional information pertaining to this application for appointment such as resume, letters of reference, and/or letter of intent.