

VILLAGE OF CLARKSVILLE

162 S. MAIN
P.O. Box 118
CLARKSVILLE, MI 48815

VILLAGE TRUSTEE Requirements and Qualifications

About the Position:

Any vacancy (per Clarksville Village Charter Chapter II Section 13) occurring in the office of President, Trustees or any elective office, shall be filled by appointment by the Council, and such appointee shall hold his/her office until the next even year November general election thereafter.

Vacancies are posted on the Village Hall notice board and our website at www.clarksvillemi.org.

Details:

- Submit an application, a current resume, and a letter of interest email to: clarksvillemi@clarksvillemi.org or mail to: Village Clerk, PO Box 118, Clarksville, MI 48815.
- Applications are considered by the Village Council for appointment at a regular Council Meeting.
- Meetings are usually held on the first Monday of the month at 7 pm in the Village Hall.

Requirements & Duties:

- Must be a Qualified Elector of the Village of Clarksville.
- No person shall be appointed to any office in the Village who has been or is a defaulter to the Village
- All officers of the Village shall take and subscribe the oath of office.
- Attend monthly meetings.
- When if unable to attend any meeting, give advance notice to Village Clerk, to ensure a quorum.
- May be required to attend training sessions and other special meetings.
- Must deliver over to the Village Clerk (upon resignation, removal from office, or when the appointed term expires) all the books, papers, and effects in custody as such officer. Any person willfully violating this provision shall be deemed guilty of a misdemeanor.

Desired Qualifications & Interests: There are no minimum skills and abilities that an applicant must have to be appointed as a Village Trustee; however, the following list are skills and abilities that make a quality Council Member:

- Regular attendance at meetings;
- Attention to detail;
- Patience;
- Ability to think in abstract terms;
- Open mindedness;
- Willingness to listen and learn;
- Willingness (obligation) to contribute (speak in a public forum);
- Ability to compromise and work within a team framework;
- Ability to make decisions based on the best interests of the community, rather than the interest of the applicant, or other special interest groups; and
- A rudimentary understanding of parliamentary procedure, the Village Charter, and Home Rule Law.

Thank you for your interest!

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Village Council Trustee Application

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment #	
City		State		ZIP	
Phone			E-mail Address		
Date Available					
Position Applied for					
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the Village?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
Are you a Village Resident?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you registered to vote?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
EXPERIENCE (IF ANY)					
ANY SPECIALIZED SKILLS/ABILITIES					

DISCLAIMER AND SIGNATURE	
<p>I certify that my answers are true and complete to the best of my knowledge. I have read and agree to requirements and qualifications (see attached).</p> <p>If this application leads to appointment, I understand that false or misleading information in my application or interview may result in my release.</p>	
Signature	Date