



## East Bay Township Park Commission Vacancy

The East Bay Township Board of Trustees is seeking applications to fill a vacancy on the Township Park Commission. This document seeks to inform applicants about the Park Commission, the commitment required of a Park Commissioner, and the process for application.

### General Information:

- The Park Commission is responsible for establishing a vision and goals through the township's *Parks and Recreation Plan*. The Commission is responsible for policy guidance of the township's parks and recreation facilities and programs. The Commission is charged with the effective stewardship of lands set aside for recreational use. Park Commissioners seek to represent the best interests of East Bay Township's residents, visitors and future generations.
- The East Bay Township Park Commission is an elected body of officials. Seven members are elected to four-year terms which follow the presidential election cycle. All members must be at least 18 years of age and a registered voter of East Bay Charter Township.
- The member appointed to fill the current vacancy will take the Oath of Office and serve until November 20, 2018. They will have the opportunity to seek election, as will other interested registered voters, in the 2018 election cycle. Questions regarding this process can be answered by Township Clerk Susanne Courtade at (231) 947-8647 or [scourtade@eastbaytwp.org](mailto:scourtade@eastbaytwp.org).
- Park Commission monthly meetings are held on the third Monday of each month at 6:30 p.m. at the East Bay Charter Township Hall, 1965 N Three Mile Rd., Traverse City MI 49696. Any special meetings are held at the discretion of the Park Commission.
- The successful candidate can expect to spend five to seven hours per month, which includes preparation for meetings, meeting time and follow up. Additional time commitments vary based on each commissioner's availability. Park Commissioners are compensated with a meeting stipend of \$106.09.
- The Park Commission is a public body and conducts its business in meetings open and noticed to the public. All meetings comply with Act 267 of 1976, Michigan's Open Meetings Act.

### Application:

Interested applicants may apply by sending a letter of interest via mail or email by no later than September 1, 2017 to the following:

Beth Friend, Township Supervisor  
East Bay Charter Township  
1965 N. Three Mile Road  
Traverse City, MI 49696  
[bfriend@eastbaytwp.org](mailto:bfriend@eastbaytwp.org)  
231-947-8719

If you have any questions about the position, please feel free to call or email at the above referenced number or email address.

Reference: Michigan Township Parks and Places Recreation Act 157 of 1905.