

TOWNSHIP CLERK'S STATUTORY DUTIES MICHIGAN

Maintains custody of all township records.

Maintains general ledger.

Prepares warrants for township checks.

Records and maintains township meeting minutes.

Keeps the township book of oaths.

Responsible for special meeting notices.

Publishes board meeting minutes.

Keeps voter registration file and conducts elections.

Keeps township ordinance book.

Prepares financial statements.

Delivers tax certificates to supervisor and county clerk by September 30.

Must appoint a deputy.

Must post a surety bond.