

**VILLAGE OF LAWRENCE**

157 N PAW PAW, PO BOX 217

LAWRENCE, MI 49064

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**VILLAGE OF LAWRENCE TRUSTEE APPOINTMENT APPLICATION**

The Village of Lawrence appreciates your interest in serving as a Trustee for the vacancy in the remaining unexpired term. When there is a vacancy on the Board of Trustees and they elect to appoint a successor Trustee, they shall set a deadline for acceptance of applications. The Village Board may meet following the close of the taking of application(s) and, at its discretion, review the applicant(s). After application(s) have been reviewed additional questions can be presented to the Personnel Committee chairperson that may be asked at the oral presentations.

The Board, at its next special meeting or regularly scheduled meeting, shall give each applicant three minutes to make an oral presentation. After all applicants have made their presentation to the Board, the President will ask questions of all applicants approved prior to the meeting. When nominations are closed, the board shall vote on the nominees.

Thank you for your interest! Please complete the following form and return it to the Village Clerk's office. The Village Board recognizes the value of the varied experience of its community members and welcomes their expertise in Village Government.

Name \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Home address \_\_\_\_\_  
Street address Zip Code

Phone ( ) ( ) ( )  
Home Work Cell

E-mail address: \_\_\_\_\_

Occupation \_\_\_\_\_

How long you have been a Village resident? \_\_\_\_\_

Do you currently hold an elective or appointive public position? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, what office or position? \_\_\_\_\_

Have you held an elective or appointive position in the past? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, list offices and dates? \_\_\_\_\_

Please list any employment, education, or other experience which in your opinion, would be beneficial in carrying out the duties of Trustee: \_\_\_\_\_

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If appointed as a Trustee, are there any activities in which you currently participate in, which would interfere with your duties as Trustee? \_\_\_\_\_

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List other organizations in which you are a member: \_\_\_\_\_

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**Trustee Responsibilities:**

- Regular meeting attendance and punctuality.
- Submit agenda items to committee chair for meetings.
- Review and approve minutes from previous meetings.
- Assume responsibility for certain activities or projects as appropriate
- Reviews agendas and supporting materials prior to meetings, and comes prepared to make a thoughtful contribution.

**Please return this form to: Village of Lawrence  
Clerk/Treasurer's Office  
PO Box 217  
Lawrence, MI 49064**

**The Village of Lawrence appreciates your interest.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Submittal of application will help the Village develop a list of interested persons, but does not guarantee appointment/reappointment to a committee. If appointed, applicant acknowledges that personal information on this form may be published in a directory that is distributed to members, staff and the public. Your name may also appear on our website. This application will be kept on file for one year.