



Board Member Expectations & Desired Skillsets

Approved: 15 July 2025

Purpose: To provide a brief and general guideline for desired skillsets and expectations regarding service on the Village of Calumet’s various boards and commissions (hereinafter referred to as “boards”).

Background: The village boards offer community members the ability to participate in the decision-making process of local government. The Calumet Village Council sets terms of offices, confirms all appointments, and establishes the duties for village boards. The five boards of the Village of Calumet include: Village Council, Zoning Board of Appeals, Planning Commission, Downtown Development Authority, and the Historic District Commission. Each board is bound by specific regulations, ordinances, expectations, and bylaws.

Orientation: Upon appointment to a village board, new members are required to fulfill the procedures of orientation (and other trainings if applicable) as provided by the Village Manager.

Village Council/Zoning Board of Appeals:

- I. Requirements
 - a. Members must be residents of the village.
- II. Expectations
 - a. Experience in fiscal management and zoning is preferred but not required, as well as the ability to read and comprehend ordinances. The Village Council meets generally once a month, and the role of a member of the council is to help manage and handle village issues, speak with constituents and address their concerns, as well as help make changes and improvements to the village. Council members are expected to act as ambassadors and advocates on behalf of the Village.
- III. Desired Skills

- a. Ability to Understand and Comprehend Zoning.
- b. Public Speaking.
- c. Teamwork and Public Relations.
- d. Leadership.
- e. Community and Economic Development.

Planning Commission:

- I. Requirements
 - a. Only one member may be from the Village Council. Two members of the Planning Commission must be qualified electors of the village. The other two members may be residents and qualified electors of another local unit of government in Michigan.
- II. Expectations
 - f. Experience planning and working in construction is preferred but not required. The Planning Commission meets generally once a month, and the role of a member of the Planning Commission is to help with village development, reviewing applications for zoning changes, and other property type changes in the village. Commissioners are expected to act as ambassadors and advocates on behalf of the Village.
- III. Desired Skills
 - a. Construction/ Building.
 - b. Planning.
 - c. Leadership.
 - d. Community and Economic Development.

Downtown Development Authority:

- I. Requirements
 - a. At least five members of the board shall be persons having an interest in property located in the downtown district. One person must be the Village President and the remaining two members may be qualified electors of another local unit of government in Michigan.
- II. Expectations
 - g. Experience running a business is preferred but not required. The DDA meets generally once a month, and the role of a member of the DDA is to help with downtown improvement and development. Board members are expected to act as ambassadors and advocates on behalf of the Village.
- III. Desired Skills

- a. Business Recruitment and Retention.
- b. Marketing and Promotion.
- c. Festival Planning.
- d. Leadership.
- e. Community and Economic Development.

Historic District Commission:

- I. Requirements
 - a. Members must be residents of the village. Demonstrated interest in/or knowledge of historic preservation is required.

- II. Expectations
 - h. The HDC meets generally once a month, and the role of a member of the HDC is to help with monitoring, and improvement in the historic district, as well as evaluate certificates of appropriateness and make decisions regarding exteriors of building in the historic district. Commissioners are expected to act as ambassadors and advocates on behalf of the Village.

- III. Desired Skills
 - a. Public Speaking.
 - b. Teamwork and Management.
 - c. Community Focused.
 - d. Leadership.
 - e. Community and Economic Development.