



New Trustee Appointment Procedure

Trustee Responsibilities and Compensation

Genoa Township's Board of Trustees is composed of three Trustees who are responsible for governing legislative, quasi-judicial, and executive functions of the township. Trustees serve on a part-time basis and meet their responsibilities through regular communications with Paul Wise, Township Administrator.

Township Trustees are compensated as per the Ohio Revised Code at a salary of \$21,596 annually and are eligible for other employee benefits.

Eligibility

Candidates for Trustee appointment must be residents of Genoa Township.

Application Submission

Interested citizens of Genoa Township must submit the following materials by noon on December 1, 2016:

- A cover letter expressing qualifications including budgeting, management, and leadership experiences.
- Resume of employment experiences.
- Completed Genoa Township Employment Application which includes passing a standard background search and drug test. This application is available online at <http://genoatwp.com/webdocuments/public/genoaapplication.pdf> or at the Genoa Township Administrative Office located at 5111 South Old 3C Highway, Westerville, Ohio 43082.

Candidate materials must be submitted to Paul Wise, Township Administrator, either in paper form or electronically via e-mail at pwise@genoatwp.com.

All candidate submissions are public record and candidate names will be announced at the Trustee Meeting on December 1, 2016.

Interviews

Trustees Gebhardt and Dantonio will meet in Executive Session on December 5, 2016 to initially review and discuss the candidates' submitted materials. At the conclusion of the meeting, the Trustees may or may not vote on a list of finalists to be interviewed for further consideration.

If the Trustees take action to declare a list of finalists, the selected candidates will be contacted by Paul Wise to schedule interviews.

Public Presentations

Finalists will be required to make a brief public presentation of no more than seven minutes regarding their qualifications for Trustee appointment during a Trustee Meeting on December 15, 2016. This will be a candidate presentation only without questions to the candidates from the Trustees or the public.

Selection Process

At any time during the appointment process, Genoa citizens may provide their support or opposition to any of the finalists in writing to Paul Wise, Township Administrator. All letters and / or e-mails received from Genoa citizens during the appointment process are classified as a public record and will also be provided to Trustees Gebhardt and Dantonio.

After finalist interviews are completed, Trustees Gebhardt and Dantonio will commence deliberations in Executive Session(s). After an Executive Session, Trustees Gebhardt and Dantonio will return to Public Session and may offer a motion(s) for Trustee appointment of a preferred candidate. If a preferred candidate is not identified, at their discretion and with mutual agreement, Trustees Gebhardt and Dantonio may reopen the process to identify additional candidates for Trustee appointment.

After discussion on a motion for Trustee appointment, Trustees Gebhardt and Dantonio will cast their votes on the motion, and if their votes are unanimous, the candidate for Trustee appointment will be approved.

Although the Trustees' goal is to appoint a new Trustee by December 31, 2016, if the Trustees cannot confirm a Trustee appointment by January 30, 2017, the unresolved question of Trustee appointment will be submitted to Delaware County's presiding Probate Judge for a decision as provided by the Ohio Revised Code.

Length of Appointment

The appointed Trustee will serve Trustee Carfagna's remaining unexpired term from January 1 to December 31, 2017.