

Newly Elected Trustees Orientation

OTAN 2009 Fall Forum
Friday, October 2, 2009
10:20 AM – 11:20 AM

- Dr. Philip A. Russo, Jr., Director
- Dr. Andrew M. Dudas, Sr. Project Manager
- Dr. Mark H. Morris, Sr. Project Manager

Center for Public Management and Regional Affairs
at Miami University



Ohio Township Administrators Network – 2009 Fall Forum



Orienting New Trustees

- ◆ Three Dimensions to Orienting New Trustees to the Township
 - Township Orientation
 - Communication and Representation
 - Leadership

Township Orientation

- ◆ Formalized Orientation Program
 - Similar to New Employee Orientation
 - ◆ Distribute Keys and Equipment
 - ◆ Compensation and Benefits
 - ◆ Outline Township Policies and Procedures
 - ◆ Township Trustee Sourcebook

Township Orientation

◆ Current Events / Issue Orientation

- Provide Reading List of Important Documents Relating to Current Issues Facing the Township...
 - ◆ Meeting Minutes
 - ◆ Budget
 - ◆ Reports
 - ◆ Contracts

Township Orientation

◆ Roles and Responsibilities

- Understand the Differences in Roles and Responsibilities of the Administrator vs. the Trustee.
 - ◆ Administrator
 - Day-to-Day Management Responsibility
 - Implements Policy
 - Proper Chain of Command
 - Advise and Report to Entire Board
 - ◆ Trustee
 - One of Three Board Members
 - Sets Policy
 - Sunshine Laws Apply

Communication and Representation

◆ Media Relations

- Identify and develop ongoing relationship with local media.
- Think before you speak...off the record?
- Consider how your comments may be interpreted by the press? by the community? by fellow Trustees?
- “No comment at this time”

Communication and Representation

- ◆ Don't Talk Out of School
 - Individuals cannot speak for the Board.
 - Stick to issues not personalities.
 - Do not use meetings to grandstand.
 - Respect and accept the will of the majority.
 - Move on after action is taken.

Communication and Representation

- ◆ Trustees represent the Township and they are watching...



Leadership

◆ “You can’t walk and chew gum at the same time”



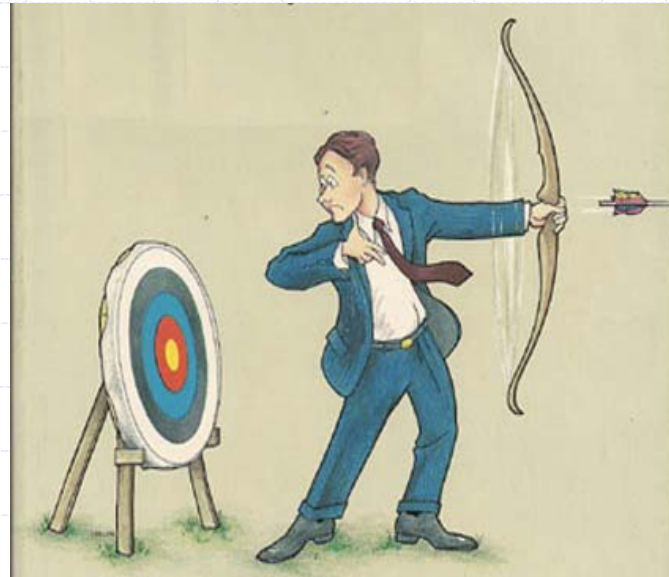
The key to *multi-tasking* is *prioritizing*.

Prioritizing is often misunderstood.

Priorities are both time sensitive and a product of preference ranking.

Leadership

◆ Ready, Fire, Aim !



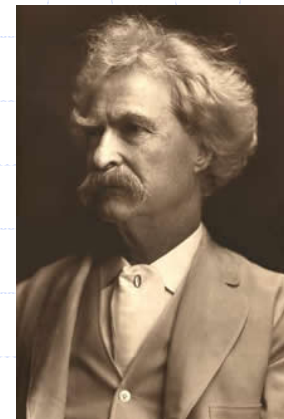
Decisiveness without data rarely pays off...Help them understand how to “speak truth to power”.

Leadership



"The secret of managing (leading) is to keep the guys who hate you away from the guys who are undecided."

"Always do right.
This will gratify some people
and astonish the rest."



Discussion



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