

QUALIFICATIONS AND PROCESSES ASSOCIATED WITH TOWNSHIP POSITIONS

POSITION / BODY / ENTITY	PROCESS (ASSOCIATED W/ POSITION)	GOVERNING LAWS / REGULATIONS (ASSOCIATED W/ POSITION)	QUALIFICATIONS	OTHER NOTES, ETC
Elected Officials				
Auditors	Elected (6-yr term)	Second Class Twp Code; Ethics statement; Oath of office; Statement of financial interest	Must be resident for 1 yr before election. Must be a registered voter in the township. Cannot hold another elected/appointed position. Cannot be employee of township.	
Board of supervisors	Elected (6-yr term)	Second Class Twp Code; Ethics statement; Oath of office; MPC; Statement of financial interest	Must be a physical resident for 1 yr before election and must continue residency through term. Must be a registered voter in the township. Cannot hold another elected position in township or county. Cannot serve on school board. Cannot serve as township manager, police officer, zoning officer, or zoning hearing board member. A limited number of supervisors may serve on the planning commission.	
Tax collector	Elected (4-yr term)	Second Class Twp Code; Oath of office; Ord 1-2002; Statement of financial interest	Must be resident for 1 yr before election and must continue residency through term. Cannot serve as district attorney, school director, or hold any other elected office.	
Appointed Boards and Commissions - Township				
Agricultural Security Area Advisory Committee	Appointed by the chairman of the Board of Supervisors. Appointments are reviewed annually by the chair.	Agricultural Security Area Law	3 members must be active farmers. 1 member must be a township resident. 1 member must be the chairman of the Board of Supervisors.	
Emergency management coordinator	Appointed (annually)	Pennsylvania's Emergency Management Services Code (35 Pa. C. S.), Ethics Statement	Candidate must be able to obtain and maintain the minimum county, state, and federal certifications as an emergency management coordinator within one year of appointment. Must also be appointed by Governor upon recommendation by the Township Board of Supervisors.	Previous or current experience in any related field of emergency services is helpful

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Environmental Advisory Council	Appointed (3-year term)	Ordinance; Ethics statement		No bylaws found. Should the EAC establish bylaws w/ qualifications?
Historical Architectural Review Board	Appointed (5-year term)	Ordinance; Bylaws; Ethics statement	Membership must include a registered architect, one licensed realtor, and one Township building inspector. All other members shall be members of the Historical Commission.	
Historical Commission	Appointed (5-year term)	Ordinance; Bylaws; Ethics statement	Members must be residents.	
Parks and Recreation Board	Appointed (5-year term)	Ordinance; Bylaws; Ethics statement	Members must be residents.	Knowledgeable in active recreation, trails, etc., helpful.
Planning Commission	Appointed (4-year term)	MPC; Ordinance; Bylaws; Ethics statement	Members must be residents. Five of the 7 members shall not serve as officers or employees of the Twp (AKA "Citizen Member").	Number of "citizen members" depends on number of members.
Traffic Committee	Appointed (annually)	Ethics statement		Recommended to include Twp. Engineer, Twp. Public Works Director, Police Chief, rep from School District
Trails Committee	Appointed (annually)	Ethics statement		
Vacancy Board	Appointed (annually)	Second Class Township Code; Ethics statement	Membership shall consist of the Board of Supervisors and one elector of the Township. Elector is chair.	
Zoning Hearing Board	Appointed (3-year term)	MPC; Ethics statement	Members must be residents. Cannot hold any other elected or appointed office. Cannot be an employee.	Term period depends on number of members.
Appointed Boards and Commissions - Regional				
Building Code Appeals Board Rep (Regional)	Appointed (5-year term)	Resolution; Rules and procedures; Ethics statement	Members shall be qualified by training and experience to pass on matters pertaining to building construction. Membership is at pleasure of the WCACOG. Members of the WCACOG and elected officials, or employees of municipal members may not serve on the BOA.	

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Chester County Tax Collection Dist Rep (Regional)		Bylaws	The taxing authority (Board of Supervisors) shall appoint a primary voting delegate and one alternate delegate. Delegates do not have to be residents of the taxing authority.	
West Chester Area COG Rep (Regional)		Ordinance.		
Township Staff				
Township Manager / Secretary / Treasurer	Appointed (annually)	Second Class Twp Code; Ordinance (Twp Mgr); Ethics statement; Oath of office; Financial interest statement	Qualifications of Mgr are established by ordinance (combination of experience, knowledge and education. Hired by Supervisors after resume and interview. Position of Twp Mgr is incompatible with the following positions: supervisor, auditor, assessor, and police officer.	
Assistant Township Manager	Appointed (annually)	Ethics statement; Oath of office; Financial interest statement	Resume and interview required. Job description / requirements established by Township Manager and/or supervisors.	
Township Engineer	Appointed (annually)	Second Class Twp Code ; Ethics statement; Oath of office; Financial interest statement	Registered PE. PA License. Water and Wastewater System Operator's license (unless there's a separate sewer engineer). Resume and interview required. Job description / requirements established by Township Manager and/or supervisors.	Holds other certifications/licenses.
Township Building Official	Appointed (annually)	Ethics statement; Oath of office; Financial interest statement	Must hold applicable Int'l Building Code certifications (on file in Admin Database). Resume and interview required. Job description / requirements established by Township Manager and/or supervisors.	

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Alternate Building Official	Appointed (annually)		Must hold applicable Int'l Building Code certifications (on file in Admin Database). Resume and interview required. Job description / requirements established by Township Manager and/or supervisors.	
Township Zoning and Codes Enforcement Officer	Appointed (annually)	Ethics statement; Oath of office; Financial interest statement	Resume and interview required. Job description / requirements established by Township Manager and/or supervisors.	
Dierctor of Property and Recreation	Appointed (annually)	Ethics statement; Oath of office; Financial interest statement	Resume and interview required. Job description / requirements established by Township Manager and/or supervisors.	
Public Works Director	Appointed (annually)	Ethics statement; Oath of office; Financial interest statement	Applicable commercial licenses (on file in Admin Database). Resume and interview required. Job description / requirements established by Township Manager and/or supervisors.	
Public Works Foreman		Ethics statement	Applicable commercial licenses (on file in Admin Database). Resume and interview required. Job description / requirements established by Township Manager and/or supervisors.	
Public Works Staff			Applicable commercial licenses (on file in Admin Database). Resume and interview required. Job description / requirements established by Township Manager and/or supervisors.	
Property and Recreation Assistant		Ethics statement; Oath of office; Financial interest statement	Resume and interview required. Job description / requirements established by Township Manager and/or supervisors.	

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Administrative Assistant		Ethics statement; Financial interest statement	Resume and interview required. Job description / requirements established by Township Manager and/or supervisors.	
Open Records Officer (Assistant Manager)	Appointed (annually)	Open Records Act		
Professionals and Consultants				
Township solicitor	Appointed (annually)	Second Class Twp Code ; Statement of financial interest	Licensed in PA	
Planning Commission solicitor	Appointed (annually)	Statement of financial interest		
Planning Commission special council	Appointed (annually)	Statement of financial interest		
Zoning Hearing Board solicitor	Appointed (annually)	Statement of financial interest		
Supporting engineer (general engineering)	Appointed (annually)			
Landscape design	Appointed (annually)			
Lighting design	Appointed (annually)			
Traffic engineer	Appointed (annually)			
Site inspection	Appointed (annually)			
Sewer engineer	Appointed (annually)			
Environmental management	Appointed (annually)			
IT services	Appointed (annually)			
Independent auditor	Appointed (annually)			
Financial consultants	Appointed (annually)			
Deputy tax collector	Appointed (annually)	Ethics statement		