

**BERTRAND TOWNSHIP (Est. 1836)**  
**3835 Buffalo Road, Buchanan, MI 49107**  
**Special Board Meeting**  
**September 22, 2014**

**Purpose of this special meeting:**

**Review job descriptions of the administrative assistant position and Zoning Administrator position and to review applications for the administrative assistant position.**

- 1. Call to Order, 6:00 p.m., Invocation and *Pledge of Allegiance***
- 2. New Business**
  - A. Review job description of Administrative Assistant**
  - B. Review job description of Zoning Administrator**
  - C. Review applications for Administrative Assistant**
  - D. Interviews**
  - E. Minutes from 9-11-14 Board Mtg.**
- 3. Public Comments**
- 4. Adjournment**