

## **Job Title: Board of Review Chairperson**

Position Type: Appointed

Reports To: Township Supervisor, Board, or Department Head as appropriate

### **Overview:**

Reviews property tax assessments and hears appeals from property owners.

### **Key Responsibilities:**

- Preside over Board of Review meetings, ensuring they are conducted in an orderly and efficient manner in compliance with Michigan Open Meetings Act (OMA) and applicable bylaws.
- Attend all meetings as scheduled in compliance with the General Property Tax Act.
- Review and Correct Assessment Rolls for errors or omissions and make necessary corrections to names, valuations, or property descriptions. Add omitted property if identified.
- Hear Property Owner Complaints regarding their assessments valuation or classification and adjust if warranted.
- Grant Poverty Exemptions based on taxpayers' financial situation consistent with Tax Commission and Township guidelines.
- Ensure Equalization and adjust valuations to ensure uniformity across different wards or districts, promoting fairness in taxation.
- Maintain Official Records of all proceedings, decisions, and resolutions made during board meetings.
- Address additional property tax relates issues as authorized by the General property Tax Act.
- Adhere to Legal Guidelines by operating within the framework set by the General Property Tax Act, ensuring compliance with state laws and township ordinances.
- Act Impartially and avoid conflicts of interest. Recuse self if a personal stakes in the property being assessed exists or if there is a personal relationship with the taxpayer.

- Encourage Public Engagement by conducting meetings that are open to the public, allowing transparency and community involvement in the assessment process.

**Required by Law:**

- - Governed by the General Property Tax Act (MCL 211.28–211.33)

**Appointive Authority (if applicable):**

- - Appointed by Township Board

**Other Requirements or Notes:**

- - Must complete required training within first term
- - Must be a township elector