

38200 Limestone Ridge Trail  
Beaver Island, MI 49782

18 September 2029

Kathellen McNamara  
Supervisor, St. James Township  
Government Center  
PO Box 85, 37830 King's Highway  
St. James, Michigan

Dear Supervisor McNamara:

I am writing to express my interest in filling the recently vacated position of Township Trustee. I meet all the stipulated requirements of the position, for I have been a full time resident of St. James Township since 2015, I'm over 18 years of age and a U.S. citizen, as well as a registered voter. My familiarity with the Island and Township dates back to the early 1990s when my wife and I purchased property in St. James.

As a retired university administrator and professor with 40 years of experience, I have extensive experience in administrative matters and financial oversight, as well as an excellent record of oral and written communication. In my position as an administrator and professor at several large public universities, I regularly used my interpersonal skills to work effectively with a wide variety of people. As a senior university administrator I demonstrated leadership and vision to advance the interests of my unit as well as the university and was directly responsible for budgets of several millions of dollars. Examining and developing policies and practices was part of my portfolio. As a professor I conducted research and regularly demonstrated organizational and listening skills. During my tenure in the classroom I had a successful history of approachability and friendliness with students.

My history of service on academic, professional and civic boards and committees at the campus, community, state and national levels is extensive and broad.

Since retirement I have been active in my community here on Beaver Island. Currently, I serve as a member and Chair of the St. James Board of Review and as a member and Recording Secretary of the Beaver Island Waste Management Committee. My community endeavors include involvement with several Island centric not for profit organizations, such as The Beaver Island Cultural Arts Association, the Little Traverse

Conservancy, and the Chamber of Commerce's Bite of Beaver Festival. Additionally I have a history of volunteering in a number of Island philanthropic endeavors.

I believe my experience, knowledge, leadership, policy making and organizational skills and abilities, coupled with my involvement in Island and Township activities would make me a strong candidate to fill the vacancy of Township Trustee.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

*Frank D'Andraia*

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