

II. TOWNSHIP OFFICERS

A. The Township Supervisor

The township supervisor is the chief executive officer of the township. 60 ILCS 1/70-15. The supervisor serves as supervisor of General Assistance and chairman of the township board. 60 ILCS 1/70-50. The supervisor is a voting member of the township board. As discussed below, the supervisor has numerous financial reporting responsibilities, is the treasurer of all township funds including cemetery funds and water system funds, and is the ex officio treasurer of the road and bridge funds. For additional information regarding the powers and duties of township supervisors, you may review the Illinois Township Supervisor's Guide, published by the Township Officials of Illinois.

1. Compensation

The township board sets the supervisor's salary. 60 ILCS 1/65-20(a). The supervisor's salary is also compensation for the services the supervisor provides as supervisor of General Assistance. The salary must be set in advance under 60 ILCS 1/65-20(a). The township board should take this into consideration when setting the supervisor's salary and should set a salary sufficient to cover the duties of both jobs. In addition to the salary established by the township board, the supervisor also receives a salary as treasurer of the road and bridge funds, which cannot be less than \$100 nor more than \$1,000 a year and is paid from the general township fund. 605 ILCS 5/6-207(d). In addition, whenever a county board requires any township supervisor to oversee the conduct of any election necessitating the personal attendance of such supervisor at two or more polling places, the county board must compensate the supervisor at the same rate as it pays judges of election. 10 ILCS 5/13-10.1. Similarly, when township supervisors serve on county-wide Public Aid Committees (see sub-section 6 of this section, entitled "General Assistance"), the township is responsible for travel expenses incurred by the supervisor, any *per diem*, and any other expenses incident to such meetings. 305 ILCS 5/11-8.

2. Bonds

The supervisor of the township, before receiving any funds under this Article or entering upon the duties of the office, shall execute (i) a good and sufficient bond with two or more sureties approved by the board of managers and filed with the board for the benefit of the township in double the amount that will probably come into the supervisor's hands by

authority of the Article if individuals act as sureties, or (ii) a good and sufficient bond with a surety company authorized to do business in Illinois as surety approved by and filed with the board for the benefit of the township in the amount that will probably come into the supervisor's hands by authority of this Article. 60 ILCS 1/150-45. For purposes of determining the amount, the bond should cover the amount in the supervisor's possession at the end of the preceding term. Morley v. Town of Metamora, 78 Ill. 394 (1875). The bond must be conditioned on the faithful discharge of the supervisor's duties and must require that the supervisor will safely keep and pay over all money entrusted to the supervisor. Any person temporarily appointed to perform the clerical functions of a supervisor must, before performing those functions, give bond in the same manner and amount and subject to the same conditions as are required of the supervisor. 60 ILCS 1/70-5.

A township located in a county with the township form of government and a road district comprised of that township may jointly obtain, from a risk management pool of townships, any official bonds required by law to be furnished by officers of the township or road district. A road district located in a county without the township form of government may obtain, from a risk management pool of townships and road districts, any official bonds required by law to be furnished by officers of the road district. 5 ILCS 270/1.

The bond must be approved by the township clerk and filed in the clerk's office with the clerk's approval endorsed on it. 60 ILCS 1/70-5. However, the clerk's receipt of the bond amounts to an approval of it. Purcell v. Town of Bear Creek, 28 N.E.1085, 138 Ill. 524 (1891). Whenever the township clerk determines that the bond has been forfeited, the clerk is required to institute suit against the supervisor. If the clerk fails or refuses to institute a suit, any person interested in the matter may institute a suit.

3. Financial Duties

The supervisor receives and pays out all moneys raised in the township for defraying township charges, except those raised for the support of highways and bridges and for township library purposes. 60 ILCS 1/70-15. The supervisor's financial duties are mentioned in this section, but please see Chapter IX on Township Financial Issues for a further discussion of township financial issues.