



The **TOI Education Program** is pleased to announce the following Professional Development Course offered to township officials and their staff. The program is aimed to assist our members in their responsibilities as elected township officials. *(6 hours of CE will be provided).*

Required Township Policies –

From Personnel to Construction Issues

The course is scheduled for Oct. 12, 2012 in Springfield at the Township Officials of Illinois headquarters (3217 Northfield Drive, Springfield, IL 62702). To register for the seminar, please complete the following registration form and return it to the TOI office. The cost of the seminar course is \$50 and includes lunch. The seminar is scheduled from 10am – 3pm and is limited to 25 participants.

PROGRAM OUTLINE:

- Overview of State and Federal Laws Requiring Policies
- Considerations Prior to Adopting Policies
 - Developing and Passing Various Policies
 - Drug & Alcohol
 - Sexual Harassment
 - Anti-Violence
 - Others
 - Construction Issues
 - Prevailing Wage Act
 - Basic Funding Considerations
 - Bid Documents/Contract Considerations
 - Bid Process

INSTRUCTORS:

John M. Redlingshafer: John has practiced local government law his entire legal career. The immediate past president of the Illinois Township Attorneys Association (Attorneys Division of TOI), John has spoken around the state and written extensively on local government law. John represents townships and road districts throughout Illinois as general counsel, in complex zoning matters, and in litigation.

The deadline to register is Friday, October 5, 2012



Required Township Policies

– From Personnel to Construction Issues

REGISTRATION FORM

Name: _____

Township Position: _____

Township/ County: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-Mail: _____

Payment method: _____

Enclose

Check

Credit Card (Visa / MasterCard only)

Card Number: _____ Exp: _____

Signature: _____

You can fax the form to the TOI office at: 217.744.7419.

**You can mail the form to TOI at: 3217 Northfield Drive
Springfield, IL 62702**