



from your Associate Director

By Jerry B. Crabtree

TOI Associate Director / Education Coordinator

Township Government Education Network

2017 Newly Elected and Returning Township Officials BOOT CAMP



Preliminary Program Overview and Schedule

Engaging, Educating and Informing are three ways to describe the theme for the 2017 calendar year. Also, the task before all elected officials new and returning is to get the job done.

We are hoping that as we end the election cycle, we can work toward **ENGAGING** our newly elected township boards with a variety of issues related to township government. As we start the legislative session in January, we will be forced again to watch several anti-township or local government issues surface for consideration by members of the Illinois General Assembly. TOI is calling on all of you to be engaged with your local government landscape and most importantly with your locally elected members of the Illinois General Assembly. Being properly engaged with the goals and objectives of township government is the best defense we have.

Second, **EDUCATING** our leaders and residents on the importance of not only local government but **TOWNSHIP GOVERNMENT**. Many of the new members of the Illinois General Assembly do **NOT** have the local government work history that so many of those before them did. The allegiance to where their political start began is much different. Thus, agendas may be different or understanding of the working and overall effectiveness of the local government landscape. It is our mission as an association of local government offi-

cial, to education everyone on the importance, effectiveness and efficiency of township government across the state.

Lastly, we all have a very important task before us and that is to **INFORM** our communities and everyone involved that **TOWNSHIP GOVERNMENT** is the most effective and cost efficient component of local government. We have the statistics and documented proof that the budgets are balanced and the needs are kept within the guidelines of what can be accomplished. Townships do more with less and provide many services that would not be provided if Township Government were to be altered or even eliminated.

So, with the tasks before us, I offer the next set of programs sponsored by YOUR association and its partners to **ENGAGE, EDUCATE** and **INFORM** you as a **TOWNSHIP** official. The TGEN program for 2017 achieves just that. Please help us connect with all township officials across the state to register and attend an event either online or in person. Together, we can make this one of the best program years yet.

Watch your township mail for registration information as well as the TOI website.

TGEN Video Production

Watch the website and our Association Facebook page for legislative updates and event highlights throughout the year. Tim Bramlet, legislative consultant provides a weekly legislative update when the Illinois General Assembly is active or we have a legislative need for your involvement. The use of email, the website and Facebook allow us to engage members quick and efficiently.

TGEN Articles

The *Perspective* Magazine continues to provide your calendar of events. Additionally, a monthly set of important articles aimed at assisting you in completing your duties and responsibilities as an elected township official. Keep back copies of the magazine handy as a desk reference to assist in your statutory responsibilities in township government. Desk binders are available on the website or by contacting the office. Utilize the monthly *Perspective* to monitor your responsibilities as an elected township official.

TGEN Summery Interpretations

Two Policy Interpretations were issued in 2016 and are available for download in the TOI download center. The first, dealing with Salary Setting for officials prior to their term starting in 2017 and on holding emergency meetings and or closed sessions meetings. As issues evolve during the new year we will explore opportunities to issue additional general policy interpretations that assist with overall administration of township statutory responsibilities.

TGEN Webinars (Lunch and Learn Series)

TOI introduced WEBINARS in 2016. The response from township officials across the state was great! We had over 300 participants with the WEBINAR program. We will be calling it the same this year. This program is for everyone. More specifically it is an opportunity for individuals who cannot attend one of our regional events or the annual conference. The price is affordable and the content is beneficial to your job as an elected township official. We have scheduled some throughout the year but please note that if topics or speakers are available we can add them to the master calendar. Watch the website and the magazine monthly for an updated list of scheduled and available webinars.

MARK YOUR CALENDARS Township Government Education Network Program for 2017

(Please note that for the 2017 cycle of programs we are scheduling later in the first quarter to accommodate the election dates and official date that the term begins in May, 2017)

Lunch and Learn Series

All events are held at 12pm and are a minimum of 60 minutes. The TOI website and future editions of Perspective will provide additional details for each event as they are scheduled. Up-to-date information is always available at www.toi.org/Resources/Education/

FIRST WEBINAR OF 2017

On **February 22, 2017** a webinar is planned where you get to ask the questions. We have an attorney that will be present as well as other township professionals who can address any questions you may have regarding the efficient and effective operation of township government. We are hoping that you will send your questions in advance to jerry@toi.org so that we can have a few to start the discussion. If you have any questions, please contact me by email at jerry@toi.org or you can contact the office toll free at 866.897.4688.

LEGAL DISCLAIMER: The information to be provided at this Webinar is provided by the Township Officials of Illinois for informational purposes only and not for the purpose of providing legal advice. It is intended to provide timely general information of interest, but should not be considered a substitute for legal advice. You should contact your attorney to obtain advice with respect to any particular issue or problem. Participation in the Webinar does not create an attorney-client relationship with any attorneys participating in the Webinar and participants.

As webinars are completed we make them available in our online library Information is available on our website at:

<https://tgen.toi.org/index.cfm?pg=semwebCatalog>

Scheduled Webinar Dates in 2017

| Date | Webinar Title | Speaker |
|----------------|--|---|
| Feb 22 | Ask a Township Professional | Jeff Jurgens, Attorney, Sorling Northrup; TOI Executive Director Bryan Smith; and TOI Associate Director/Education Coordinator Jerry Crabtree |
| Mar 22 | Recordkeeping and Meeting Minutes in Township Government | Greg Moredock, Attorney, Sorling Northrup |
| Apr 19 | Running an Efficient Meeting with Roberts Rules of Order | Jim Donelan, TOIRMA Executive Director |
| May 24 | Employment Issues in Township Government | John Redlingshafer, Attorney, Heyl Royster |
| Sept 20 | Employment Issues in Township Government | John Redlingshafer, Attorney, Heyl Royster |
| Oct 11 | TOIRMA Program | TOIRMA Staff |

Visit www.toi.org today and register for the upcoming webinars.

BOOT CAMP PROGRAM



FIELD LOCATIONS OF THE CAMP

- July 13, 2017 Hilton Lisle / Naperville
- July 20, 2017 DoubleTree / Mt. Vernon (evening program, see agenda for details)
- July 27, 2017 Rockford / Giovanni's
- August 3, 2017 Marriott / Normal Illinois

TENTATIVE AGENDA: We will update this as more information becomes available.

| | | | |
|---------------|---|---------------|---|
| 8:30 – 9:00 | Registration | 11:00 – 12:00 | FOIA / OMA duties of township officials |
| 9:15 – 9:45 | Township Officials of Illinois: Your Association and How It Benefits You | 12:00 – 12:45 | LUNCH |
| 9:45 – 10:45 | What's My Job, Panel Discussion <i>A detailed review of the duties and responsibilities of all elected township positions.</i> | 12:45 – 1:15 | TOIRMA – Know your Job |
| | | 1:15 – 2:15 | Expanding the Success of your Township Government |
| 10:45 – 11:00 | Break (Visit with Vendors) | 2:15 – 3:00 | Division Breakout Meetings |

2017 Professional Development Program Dates

(Disclaimer: Please note that these events are subject to change and every attempt to notify participants will be made.)

Friday, January 20, 2017

Township Cemeteries

SPEAKER: David Evans, Deputy Director of the Cemetery and Funeral Oversight division of the Illinois Department of Financial and Professional Regulation

This TOI Professional Development Course will review applicable sections of the Illinois Cemetery Oversight Act for Township owned and managed cemeteries within Illinois. The course will cover basic requirements of the Act, recent cemetery authority license renewal issues, IDFPD cemetery inspections and a discussion on how to handle complaints. Questions and sharing information between participants will be encouraged.

Friday, April 7, 2017

Transition: The ABC's of Township Government (TED TALKS)

SPEAKERS: Jeff Jurgens, Attorney from Sorling in Springfield, Illinois

Have you wondered what to do with the transition of a new board. Have you wanted to re-evaluate the work performed by the Township? Ever wanted to change software? Bookkeeping? Forms? Hours?

Friday, June 23, 2017

Understanding the Illinois General Assembly Process

SPEAKER: Jerry B. Crabtree, Associate Director / Education Coordinator for the Township Officials of Illinois

This program provides an understanding of the legislative and lobbying process in Illinois. Government 101 a return to the basics to understand lobbying. What do we need to know as we monitor the activity of the Illinois General Assembly? What important factors are there when advocating for Township issues?

This session will also provide an open forum for general township issues.

Friday, September 15, 2017

Highway Commissioner 101

SPEAKER: John Redlingshafer, Attorney, Heyl Royster

A highway commissioner is asked to do a lot – maintain and plow roads, keep their equipment in repair, and carefully oversee a budget for their road system. However, there is much, much more that a highway commissioner is expected to know. This course will provide an overview of many of these additional obligations under the law, including the Prevailing Wage Act, the bidding process, trade-in of equipment, vacating roads, and right-of-way disputes.

Take Advantage of This Great Educational Tool

In the past, adult learners had three primary avenues for getting education: face-to-face classes/workshops, online correspondence courses, and self-study. This has all changed thanks to the Internet, which has provided great opportunities for distance learning. One such opportunity is the web-based seminar or Webinar.

Webinars allow trainers to share real-time audio, video, documents and other tools with attendees in various locations. A unique benefit of webinars is that they allow attendees to pose questions directly to the trainers. For TOI, webinars have expanded the organization's ability to provide its members with critical training and professional development relating to township government.

1. TOI Webinars Are Inexpensive

The cost to TOI members to participate in a monthly webinar is \$25. How many high-caliber trainings can you find at this price for your township staff? And, the webinars are available in an On-Demand Catalog for viewing at any time!

2. No Fancy Equipment

Participating in the TOI webinars requires no fancy equipment for attendees. All that is needed is a computer with an Internet connection (high-speed service such as DSL or cable works best). You can also access the webinars through your mobile device, if you have the data and bandwidth. Audio speakers are helpful, but you may use a headset. And, you can simply listen to the audio portion only by calling the phone number you receive in your registration confirmation.

3. Ask Questions in Real-Time

Webinar attendees have the opportunity to ask trainers questions as the webinar is going on. This allows attendees to have a personalized experience with each webinar. Trainers also provide contact information at the end of their session for attendees to make contact following the webinar with any further questions.

4. CE Hours

Webinars count toward TOI Certification Hours. If you are looking for a quick way to earn professional development certification hours, look no further than TOI's webinars! Each webinar counts for 1 CE hour.

5. On-Demand and Convenient

Each of the live webinars put on by TOI, as well as other professional development webinars from the American Society of Association Executives (ASAE) re available in an On-Demand Catalog. This allows attendees to access education when it is most convenient for them. All slides and handouts available to attendees during the live events are available to those utilizing the On-Demand sessions. The link for the On-Demand Catalog is: <https://tgen.toi.org/index.cfm?pg=semwebCatalog>

Friday, October 13, 2017

QuickBooks for Township budgets

SPEAKER: Janette Cowden

The objective is to introduce new users of QUICK-BOOKS to working with the software and your township budget. Additionally, for seasoned users, an opportunity to explore the many options provided to user. Participants are asked to bring their laptops and a copy of their budgets to review what can be done to make the conversion or general maintenance of QuickBooks for your township.



Get online in 2017!

TOI Township Web Services Program

Township: _____ County: _____

Contact Person: _____

Contact Email*: _____

Phone Number: _____

Applicable Fees: \$100 one-time administrative set up fee, \$175 annual web services membership fee. **Total cost for new members is \$275.** Fees are payable to TOI Web Services Program. For more information, contact Amy Rourke at amy@toi.org.

Please return this form with your payment to: TOI Web Services Program, 3217 Northfield Dr., Springfield, IL 62702

*This email will be your username to sign into your website and also used for all web program correspondence including: links to update your site, usernames and passwords, program updates, and renewal notices. Please use an email that will be checked regularly.