



2014 Professional Development Course III

General Township Procedures

The **TOI Education Program** is pleased to announce the third Professional Development Course in 2014 for township officials and staff. The program is scheduled **Friday, June 13, 2014** at **Carbondale Township, 217 E. Main St., Carbondale IL**. Registration deadline is Friday, June 6 and is limited to 25 attendees. Cost is \$50 and includes lunch. The seminar is scheduled from 10am – 3pm to accommodate travel time. Six hours of education credit will be given for workshop completion.

This session is presented by Attorney Jeff Jurgens, TOI Associate Director/Education Coordinator Jerry Crabtree and TOIRMA Associate Director Jim Donelan. Jurgens will speak to township policies and procedures and the most commonly asked questions. Crabtree will talk on budgets and levies, while Donelan will discuss parliamentary procedure and conducting a meeting. The film “A Township Board Meeting Gone Bad” will also be shown and discussed.

Deadline to register is Friday, June 6, 2014

Name: _____

Township Position: _____

County/Township: _____

Address: _____

City, State, Zip: _____

Phone/E-Mail: _____

Payment method: Check or Credit Card (Visa / MasterCard only)

Card Number: _____ Exp: _____

Signature: _____

Fax to the TOI office at 217.744.7419 or Mail to TOI, 3217 Northfield Dr., Springfield, IL 62702