

2019 Professional Development Course 6

Township Policies and Procedures

The TOI Education Program is pleased to offer several Professional Development Courses in 2019 for township officials and staff. The fourth program of the year is **Friday, October 18**, at the TOI Office in Springfield. The session is limited to 25 attendees. The cost is \$75 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.



You have an employee come to you with a problem. You have decided to invest or reinvest taxpayer funds. You are submitting a General Assistance applicant's personal information to a state agency. You expect someone to come and disrupt your next meeting. Do you have policies and procedures to address these and other issues? If you don't, are you aware that various statutes require them? If you do, are yours in compliance with state and/or federal law? Join John Redlingshafer for a very informal discussion on what policies and procedures you must have and those you should (or shouldn't!) have.

Deadline to register is Friday, October 11, 2019
Please fill in all information below and print clearly.

Name: _____

Township Position: _____

County/Township: _____

Address: _____

City, State, Zip: _____

Phone/Email: _____

Registration is \$75/person. Refunds cannot be given for any cancellations received after the deadline to register.

Payment method: Check or Credit Card. Please make checks payable to Township Officials of Illinois.

Credit Card (Visa / MasterCard only) Card Number: _____ **Exp:** _____

Signature: _____

Return to the TOI office by fax at 217.744.7419, email to kayla@toi.org, or mail to 3217 Northfield Dr., Springfield, IL 62702.