



Township Clerks of Illinois

Division of THE TOWNSHIP OFFICIALS OF ILLINOIS

We preserve the history of our Township as it happens.

2025 In-Person Training/Refresher for Sitting and Newly-Elected Clerks

Saturday, June 21

9:30 AM-3:00 PM

Cordova Civic Center

910 3rd Ave S, Cordova 61242



9:30 a.m. Registration

10:00 a.m. Opening

The Role of the Clerk and the Responsibilities of the Office

Bryan Smith, Keynote Speaker

Bryan Smith brings many years of clerking expertise and state-wide insight into this presentation that is of interest to both sitting and new-elected clerks and other township officials. He served as a young clerk in 1985 in Long Creek Township, then served as supervisor and retired from Township Officials of Illinois after 35 years addressing many concerns over the years.

12:30 p.m.-1:15 p.m. Lunch Served

1:15 p.m.- 3:00 p.m. Nuts n' Bolts of Clerk Responsibilities

There will plenty of time available for questions and answers during the presentation, and the Clerks Division Board members will be onsite to assist with questions, as well. Clerks Handbooks (\$50) with accompanying jump drive will be available for purchase during the event or order in advance.

Please fill out and Return with your Check to: **Pam Bruner, PO Box 311, Cordova, IL 61242**

County: _____	Township: _____
Street _____	City: _____
Address: _____	ZIP: _____
Attendee 1: _____	Attendee 2: _____
Position: _____	Position: _____
e-Mail: _____	e-Mail: _____
Phone: _____	Phone: _____

Registration is \$25.00 per person. (Please let us know if you have dietary restrictions.)

Please make checks payable to: TOI Clerks Division