



Township Clerk Duties and Responsibilities

Presented by TOI Clerks Division

President Lisa Hodge

Immediate Past President Sherry Tite

Director Pam Bruner

Basic Township Clerk Responsibilities

1. Records, Minutes
2. Oaths of Office
3. Annual Township Meeting
4. Road District Clerk
5. Public Notices
6. Attestation of Township Payments
7. Other Responsibilities
8. Points to Consider
9. Resources
10. Questions

1. Records, Minutes

- A. Retains custody of all records, books, ledgers, ordinances, resolutions, levies, budgets, postings, historical documents, proclamations, papers, etc.
- B. Records minutes of all meetings
- C. Makes a verbatim recording of all closed session meetings (tape and/or video – keep for 18 months)
- D. Records all actions of the Board

2. Oaths of Office

The Clerk may administer oaths of office and take affidavits in all cases required by law to be administered or taken by Township officers.

A notary or judge may also administer oaths of office.

A signed/certified copy of the oath to be retained in the Clerk's custody.

3. Annual Township Meeting

1. Post date of Annual Town Meeting at the beginning of the year when other meeting dates are posted.
2. Accept items requested to be on the ATM agenda for consideration by electors.
3. Receive the Supervisor's Annual Financial Statement thirty (30) days prior to the ATM.
4. Offer the ATM agenda for approval by the Town Board no less than (fifteen) 15 days before the Annual Town Meeting.
5. Publish and post notices of the ATM not less than fifteen (15) days prior to the Annual Town Meeting.
6. Post Supervisor's Annual Financial Statement two (2) days prior to the ATM.
7. Prepare documents for the Annual Town Meeting.
8. Obtain a current list of registered voters in the Township.
9. Call the Annual Town Meeting to order.
 - a) Call for nominations for a Moderator of the Annual Town Meeting.
 - b) May also call for nominations for a Sergeant-At-Arms, and administer oath, as well.
 - c) Call for a vote for Moderator.
 - d) Administer the oath of office to the Moderator.
 - e) Record actions/take minutes of the Annual Town Meeting.

4. Road District Clerk

- A. Ex-Officio (by virtue of Office)
- B. Custodian of all Records of the Road District
- C. Countersigns and keeps copy of all warrants and bills
- D. Accepts Tentative Budget & Appropriation Ordinance for Highway Commissioner
 - Makes available for 30 days prior to public hearing in at least five places in the Township;
 - Publishes a notice 30 days prior to hearing.
- E. Places advertisement for Bid Openings, receives sealed bids, attends bid openings, and opens and records bids received.

5. Public Notices

- Provide public notice of the schedule of regular Board meetings and ATM at the beginning of each calendar or fiscal year.
- Agenda of ATM must be published 15 days in advance and posted in three public places in the Township 48 hours in advance.
- Agendas of Board meetings must be posted at least 48 hours in advance at three places in the Township.
- Bid publication notices must be made at least 10 days prior to bid opening
- Hearings, Budgets, Levies, Committee Meetings, Workshops, special Town meetings, etc. must be posted.

6. Attestation of Township Payments

This law, effective January 1, 2019, states that if a township Supervisor issues a payment from the township treasury for any purpose described in the act, the township Clerk shall attest to all moneys paid out.

- ✓ Hard copy/actual checks
- ✓ Warrant of bills
- ✓ Use of a stamp by Clerk, permission for deputy to sign/stamp, electronic signature, etc.
- ✓ All payouts for township from township treasury (cemetery, road, general fund, etc.)

7. Other Responsibilities

- Certifies to County clerk the annual tax levy for township, mental health board, road district, etc.
- Publishes Annual Treasurer's Report within 6 months after the end of the fiscal year.
- Approves Supervisor's bond and files.
- Non-voting member of the Board except in event of a tie in filling a vacancy on the Board.
- Attests to Supervisor's signature on resolutions, ordinances, levies, budgets, etc.
- Duties specific to YOUR township may include financial duties, County filing duties, etc.

8. Points to Consider

- Appointment of a Deputy Clerk
- FOIA Officer
- Website postings, necessity of
- Safe place to store records (bank vault, fire-proof cabinets, etc.)
- Responsibility to Archive records and why
- SEI Filings
- Local Election Official duties

9. Resources

T.O.I. Clerks Handbook

Laws & Duties Handbook

www.ilga.gov, Legislation & Laws

Township Officials of Illinois

Your County offices (for filings)

Your Township attorney

T.O.I. Clerks Division Board

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QUESTIONS?

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