

**VOLUNTARY  
TOWNSHIP CLERK CERTIFICATION  
PROGRAM (VTCC)  
Official Rules**



**Step-By-Step Process**

**Step 1:** You must be an active, dues paid member of the Township Officials of Illinois and the Township Clerks Division of Township Officials of Illinois. Your membership in the Division, confirms your commitment to our goals, as well as the profession. You must have a Clerks Handbook to participate in the Education Components. If you are in need of purchasing a handbook, please refer to the Clerk's Division website/TOI website (<http://divisions.toi.org/CLERKS/>).

In general, the program will cover a two year period, during which your dues must be paid. The enrollment costs for the **Voluntary Township Clerk Certification Program (VTCC)** are payable one time. Certifications will be issued after all dues/fees are paid and the education and experience requirements have been met.<sup>1</sup>

To become a member of the TOI Clerks Division, please refer to the Clerk's Division website/TOI website (<http://divisions.toi.org/CLERKS/>).

**Step 2:** Once you are a member in good standing, fill out the Application for Admission\_Certification form, enclose a check for \$25, make payable to the Township Clerks of Illinois and submit them to the Honorable Clerk Delores Schelm, 11569 Telegraph Road, Pecatonica, IL 61063-9188 (email – [burittownclerk@gmail.com](mailto:burittownclerk@gmail.com)).

The application places you in the system as a candidate for Voluntary Certification. The application fee is transferable to a replacement Township Clerk should a vacancy occur. The education credits are not transferable.

**Step 3:** Upon receipt of the application and fees, the application will be reviewed and a confirmation is provided via email. The proof of participation form will be issued at this time also via email.

**Step 4:** You may now start to attend education programs to earn the necessary credits for Voluntary Certification. Opportunities are available to receive additional credit for community service. To obtain the VTCC designation, you are required to complete the conditions under each component.

**Step 5:** Use the Proof of Participation forms to document your accomplishments. Once all of the requirements have been met, the forms and any extra certificate copies or documentation must be submitted to the Honorable Clerk Mary Moss, 4706 Marigold Road, Coulterville, IL 62237-2412 (email – [mossmary26@gmail.com](mailto:mossmary26@gmail.com)). After all requirements have been verified, a certificate will be issued by the Clerks Division of the Township Officials of Illinois.

Direct questions regarding this program to the Township Clerks of Illinois, Division President.

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<sup>1</sup> **DISCLAIMER: This is a Voluntary Certification Program not required by state law.**

## Organization Goals of the Township Clerks of Illinois

The goals set forth by the **Township Clerks of Illinois**, an incorporated not for profit association, is to provide educational opportunities with training for Township Clerks by conducting educational conferences in geographical locations and to promote legislation beneficial to the operation of Township Government.

The **Voluntary Township Clerk Certification (VTCC)** program is designed to enhance the job performance of the Clerk in small and large Townships across Illinois. To earn the VTCC designation, the Township Clerk must attend education programs as outlined. The designation requires your commitment to community service. The VTCC program prepares the applicants to meet the challenges of the complex role of an Township Clerk.

### Partnerships

To achieve our goal of conducting educational conferences in geographical locations across the state and to promote legislation beneficial to the operation of Township Government, The Township Clerks of Illinois partner with the **Township Officials of Illinois**. This partnership contributes to the success of the quality of education programs which are offered.

### Education/Community Service

The requirements are explained under each of the respective components. The requirements are met by participating in education sessions sponsored by the Clerks Division or the Township Officials of Illinois and Community Service.

### Assessment/Proof of Participation

An assessment of the program or Proof of Participation is required. A form is provided that must be completed and submitted in order to accumulate credit towards the certification.

### Requirements

The following standards must be met to receive certification:

1. Be a Township Clerk or a Deputy Township Clerk and perform core duties (Records Management, Clerk of all Township Meetings, Ex Officio Clerk of the Highway Commissioner, Meeting Administration, Issue Certificates, Acceptance of Resignations, Appointment of Notices, Local Election Official). A Clerks Handbook is essential to program participation.
2. Be an active dues paid member of the Township Officials of Illinois and the Township Clerks Division.
3. Submit the Application for the Voluntary Certification designation with the non-refundable application fee.
4. Complete all education and service components and provide examples or certifications and Proof of Participation forms.





## Components

### Education Opportunities

- Participate in Part I: Education Series
- Participate in Part II: Education Series
- FOIA/OMA Training Certification
- Attend TOI Webinar or Profession Development Courses
- Participate in local, countywide organization-sponsored education programs

The Clerk participating in the VTCC program must complete all of the above education requirements. Participation is reflected on the Proof of Participation form and submitted for verification.

A Clerk's Handbook is necessary to complete the education components.

### **Core Duties of a Township Clerk**

- Records Management
- Ex Officio Clerk of the Highway Commissioner
- Meeting Administration
- Certificate Issuance
- Resignation Acceptance
- Notices of Appointment
- Local Election Official

### **Education**

Parts I and II of the TOI Education Series presented by the Clerk's Division or Township Officials of Illinois at District Education Sessions or during the Fall Conference. (Reference will be made when a program is an official program to count toward Certification.)

The FOIA/OMA training certificate may be obtained online through the Illinois Attorney General and once training is complete, a certificate is issued by the Attorney General.

Township Officials of Illinois regularly provides education opportunities through online webinars and Professional Development courses.

### **Community Service**

Service Organizations or Clubs, such as Kiwanis, Rotary, Lions, women's clubs, etc.

Non-government Organizations, such as local religious organizations, American Legion, VFW or similar veterans groups, village or city commissions and committees, girl scout or boy scout troop leadership, American Red Cross volunteer, union participation, etc.

Non-profit Governing Board service, such as chamber of commerce, local school, park or library or township foundation board, local township county organizations, etc.

CPR and AED training often offered by local village, fire and/or police departments/districts.