

Summer Specialized Training Schedule

Summer 2018: 12:30 pm to 5:30 pm

12:30 pm Registration

1:00 pm to 3:00 pm – One-on-One Training with Mark Albarado

Clerks

1:00 pm to 3:00 pm – Election Training

Elections are one of the chief functions that Townships handle. Township Clerks are responsible for fulfilling many election duties. This training will assist clerks in understanding their election duties, both prior to and after Election Day. Those duties include: gathering supplies – ballots, ballot boxes, voting equipment etc. – posting and publishing notices, recommending potential election judges for appointment by township supervisors. Current election laws will be reviewed. Election Day activities will be highlighted, with additional attention paid to towns that may be conducting their township elections in November.

Treasurers

1:00 pm to 3:00 pm –

1. Best Practices for Treasurers

Treasurers handle the financial aspects of the township. Every Township handles a Treasurer's duties differently. The session will cover the basic duties and best practices Treasurers should engage in.

2. Investments: What Town Treasurers Should Know

There are lots of questions about where Townships can invest their money. This session will provide an overview of applicable statutes and understanding the best practices for townships when investing their money.

Supervisors

1:00 pm to 3 pm – **Gravel Roads**

This session helps Township Supervisors better understand the necessary elements of maintaining gravel roads. Learn about proper shaping and gradation, equipment and techniques, and selection and purchasing of the proper materials for your road. (Township Road Maintenance employees are also welcome to attend this session.)

3:00 to 3:30 pm Break

3:30 pm to 5:30 pm – Beginning CTAS with Mark Albarado

The Small City and Town Accounting System (CTAS) is a special software system for towns. The session is for those who are new to the program. The class will begin with an overview of the current CTAS program followed by hands on training. **Limit of 20 for each session.**

3:30 pm to 5:00 pm – BOAE Training – Department of Revenue

The Department of Revenue will be showing a training video and answering questions. Each township must have one officer trained in this class every 4 years for the township to have their own Boards of Appeal and Equalization meeting. **Minimum 30 and maximum of 50 per session.**

Clerks and Treasurers

3:30 pm to 5:30 pm –

1. Handling Payroll for Election Judges –

2. Election Selections and Your Injections – Decisions Townships Can Make on Elections in Their Township: Townships have several decisions they can make on handling their elections – from combined polling places to moving to November elections, this session will explore the opportunities.

Supervisors:

3:30 pm to 5:30 pm –

1. Election Reminders for Supervisors: Your Role in Elections – This session will review the duties of supervisors on the Board of Canvass and choosing election judges as well as other election options Townships may adopt.

2. Township Investments and Paying for Road Improvements – A quick review of Township investment issues and how townships can raise money for road improvements.