

2018 Summer Short Course Agenda

12:30pm **Registration Opens**

1:00pm **Clerks - 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 that day.

CTAS One-on-Ones

The State Auditor's Office will host a ONE-ON-ONE half-hour session throughout the first two hours of each day. It is a First Come, First Serve sign-up each day.

Treasurers - Investments & Best Practices

1. **Best Practices for Treasurers** — Treasurer's 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 - 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.

3:00pm **Social Refreshment Break**

3:30pm **Clerks & Treasurers**

1. **Handling Payroll for Election Judges** — Review the rules for election judges' payroll.
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.

Beginning CTAS Training

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.**

Board of Appeal and Equalization Training

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.**

Supervisor Election Reminders & New Weight Limits on Roads

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. **New Weight Limits on Roads** — The class will review the 2017-2018 changes the Legislature made in weight limits on roads involving Construction Materials and the Timber, Dairy and Agricultural Industries.

5:30pm **Adjourn**