

ELECTED OFFICIALS' STATUTORY DUTIES

SUPERVISOR

- Moderates board and annual meetings
- Chief assessing officer (if certified)
- Secretary to board of review
- Township's legal agent
- Must maintain records of supervisor's office
- Develops township budget
- Appoints some commission members
- May call special township board meetings

CLERK

- Maintains custody of all township records
- Maintains general ledger
- Prepares warrants for township checks
- Records and maintains township board meeting minutes
- Keeps the township book of oaths
- Responsible for most special meeting notices
- Keeps voter registration file and conducts elections
- Keeps township ordinance book
- Prepare financial statements
- Delivers certificates to supervisor and county clerk by September 30th

TREASURER

- Collects real and personal property taxes
- Keeps an account of township receipts and expenditures
- Issues township checks
- Deposits township revenues in approved depositories
- Invests township funds in approved investment vehicles
- Collects delinquent personal property tax
- Responsible for jeopardy assessments in collecting property tax
- Collects mobile specific tax

TRUSTEE

- Township legislators with same authority as other board offices at board meetings, required to vote on all issues
- Responsible for township's fiduciary health