

Township Officers are elected by the voters of the township who reside outside the corporate limits of a city. Township officers may be residents of a city within the township. Township officers are elected to serve four-year terms on the General Election Ballot.

#### Township Trustee – Duties

1. Annually prepare and adopt a budget and certify taxes for the following services:
  - a. Fire & Rescue
  - b. Maintenance of Township Cemeteries
  - c. Township Hall Repairs
  - d. Tort Liability Insurance
2. Resolve fence disputes

#### Township Clerk – Duties

1. Maintain a record of all proceedings and orders of the trustees.
2. Maintain records and documents
3. Prepare annual Statement of Receipts & Disbursements