

# **TOWNSHIP BOARD MEMBERS BRIEF DESCRIPTION OF DUTIES**

Township Board Members in Indiana serve as the legislative branch of local government, primarily responsible for adopting the annual budget, setting tax rates, and approving the Township Trustee's expenditures. They hold four-year terms, review financial reports, approve contracts, and set salaries for township employees.

## **Key Responsibilities & Duties**

- **Financial Oversight:** They approve the annual budget, tax rates, and tax levies. They also have the authority to approve emergency appropriations and review the trustee's annual report of expenditures, debts, and investments.
- **Legislative Function:** The board serves as the policy-making body, establishing rules and policies for the township.
- **Contract & Salary Approval:** Board members review and approve contracts for township services. They also set the salaries and wages for all township officers and employees, excluding the assessor.
- **Advisory Role:** Members work with the Township Trustee on matters regarding township business.

## **Meetings & Operations**

The board must meet at least annually, but often more frequently, to review financial reports and approve expenditures. They hold the authority to approve the borrowing of money.

For more detailed duties, training, conferences, and materials click on township association website below.

## **Indiana Township Association Website.**

<https://www.ita-in.org/>

## **Indiana State Board of Accounts:**

<https://www.in.gov/sboa/library/home/resource-library/townships/>

