

TOWNSHIP TRUSTEE BRIEF DESCRIPTION OF DUTIES

A township trustee is an elected official responsible for managing local township government, primarily focusing on administering emergency assistance, maintaining township property, and overseeing fire protection. Key duties include managing township funds, creating the annual budget, managing cemeteries and parks, and providing aid to residents in need.

Key duties and responsibilities, particularly in Indiana, include:

- **Township Assistance**: Administering emergency assistance for basic necessities (rent/mortgage, utilities, food, medical, burial) to qualified residents who have exhausted other options.
- **Financial Management**: Acting as the chief financial officer, preparing the annual budget, paying claims, and submitting reports to the township board.
- **Fire Protection & Public Safety**: Ensuring the provision of fire protection services, either directly or via contracts.
- **Property & Resource Maintenance**: Managing township assets, including cemeteries, parks, community centers, and controlling noxious weeds.
- **Administrative Duties**: Maintaining public records of proceedings, attending board meetings, and acting as a fence viewer.

Structure

Trustees serve four-year terms and work with a three-member township board that approves budgets and contracts.

For more detailed duties, training, conferences, and materials visit websites below.

Indiana State Board of Accounts

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

Indiana Township Association Website.

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