

TRAINING FOR ELECTED OFFICIALS

July 8, 2011, 9:00 – 4:00 at HEART OF TEXAS COUNCIL OF GOVERNMENTS, 1514 S. New Road

This training is recommended for anyone newly elected to city government – and it's a helpful refresher course for experienced Council members and staff members. Why? The training:

- Provides basic information about the roles of officials and staff, as well as legal requirements that affect you and your city;
- Shares ideas and best practices that may give your city tools to increase efficiency and improve services;
- Gives you a chance to ask legal questions before problems come up, possibly preventing a “cleanup” situation;
- Offers the insights of experienced public servants and professionals such as attorneys Charlie Olson and Alan Bojorquez;
- Brings not only the speakers, but also you and your peers into the discussion – so you can learn not only from the speakers but from one another;
- Includes required Open Meetings and Public Information components, which all elected officials must receive; and
- Is affordable – one day only, \$40 per person. Lunch is included.

Claim these great benefits for your city – RSVP for training by July 1st. Seating is limited, so early registration is encouraged. You may mail form to HOTCOG, 1514 S. New Road, Waco, TX 76711. For more information or a registration form, please contact Claudette Yates (claudette.yates@hot.cog.tx.us) via e-mail, fax (254)756-0102 or telephone at (254) 292-1800. We look forward to seeing you!