



# University of Illinois Extension LGIEN References



## ***Help! I've Just Been Appointed to an Advisory Board***

Welcome aboard! Now that you have assumed the duties of your new advisory board position, are you ready to tackle issues like—

- ✓ Preparing budgets?
- ✓ Conflict of interest?
- ✓ Holding public meetings?
- ✓ Handling a difficult crowd?
- ✓ Developing and writing mission statements?
- ✓ Communicating & working effectively with elected officials, the media, or concerned citizens?

Find yourself flying down the hall screaming: "Help! I've just been appointed to an advisory board?" This appropriately named book can help with all the concerns listed above—and more. Relevant examples, useful flow chart of local government relationships and numerous print resources and website for further investigation make this a must read for any newly appointed board member. (44 pages)



## ***The Essential Guide to County Government: A Manual for Board Members and Commissioners***

This comprehensive book is designed to help county officials understand their primary administrative responsibilities, general government functions that impact their duties, and formal powers and limitations within their positions. This guide will:

- ✓ Give a brief history of "The County in America"
- ✓ Explain how county government is intended to work—
  - The responsibilities of board and commission members
  - The restrictions on elected officials
  - The role of board and commission members in budget preparation
  - The relationship of elected officials to the local judicial system
  - How local boards and commissions are intended to interact with state and federal government units
- ✓ Provides a look ahead to county government in the future and the increasing role it will play in solving social problems, delivering new and existing services, and supporting economic development. (60 pages)

