

**Roscoe Township
Special Meeting of The Township Board**

January 22nd, 2024, at 7:00 PM

LOCATION

Roscoe Township Offices - 5792 Elevator Rd. – Roscoe IL

NOTICE IS HEREBY GIVEN

The Roscoe Township Board will hold a Special Meeting to Approve Office Personnel Job Descriptions and Approve the Employment of Activity Coordinator / Office Back Up Position

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. New Business
 - a. Approve Job Descriptions for Activity Coordinator / Office Back Up Position and Administrative Assistant Position
 - b. Approve Employment of Activity Coordinator / Office Back Up Position
- V. Public Comments (Restricted to Agenda Items)
- VI. Adjournment

**Gary W. Blascoe
Town Clerk**

Township Offices – 5792 Elevator Road, Roscoe, Il 61073
