

The Village President is elected to a four year term. Compensation is set at \$0.00 per month per Village Code.

The Village President shall give leadership to the Village of Hopewell and the Board of Trustees. Cast vision and direction for Village services: waterworks, roads, maintenance, employees, finance/budget, technology, policies, and ordinances. Work with intergovernmental entities (county and state). Empower employees and Trustees to implement vision and direction.

The Village President shall become familiar with how municipal government functions as established by the Illinois Compiled Statutes (ILCS) Chapter 14 [MUNICIPALITIES](#) with special attention to Act 65 ILCS 5 [Illinois Municipal Code](#). The Village President shall perform all duties in accordance to the ILCS to the best of their ability.

Ongoing

- Take ownership/responsibility for the Village of Hopewell.
 - Don't need to perform all the duties to run the Village, be accountable for outcomes of its operation.
- Take ownership/responsibility for the Village of Hopewell Waterworks.
 - Don't need to perform all the duties to run the waterworks, be accountable for outcomes of its operation.

Monthly

- Conduct day-to-day business of the Village through correspondence with Village Clerk, Village Treasurer, Village Trustees/Committee Chairs, outside government entities (township, county, state, and federal), as well as private businesses and individuals.
- Respond to complaints from Village residents.
- Respond to inquiries for information - informal or formal - through Freedom of Information Act (FOIA).
- Draft policies for Board of Trustees discussion/consideration.
- Lead monthly board meetings in compliance with Open Meetings Act (OMA).
- Co-chair the Finance Committee with the Treasurer.
- Coach and give leadership to employees and Committee Chairs.
- Perform duties related to all committees as needed:
 - Community Services
 - Finance
 - Grants
 - Roads & Grounds
 - Technology
 - Waterworks
 - Zoning & Ordinances

Quarterly

- Conduct Ameren Premise Authentication.

Annually

- Prepare Appropriation Ordinance.
- Prepare Tax Levy.
- Renew IML RMA insurance.
- Renew as IML RMA Risk Management Coordinator and complete required training.
- Confirm completion and posting of Consumer Confidence Report (CCR) with Water Operator.
- Review/Renew Ameren electrical aggregation contract.
- Schedule and conduct annual budget meeting(s) - with help of Treasurer.

Rarely or on Occasion

- Prepare for Census (Currently prepare for the 2020 Census by completing the LUCA paperwork).
- Oversee submission of insurance claims.
- On-board newly elected officials and employees.
- Update job descriptions for open positions.
- Administer recognition for retiring employees, Trustees, and volunteers.