



RIVER FOREST TOWNSHIP

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RIVER FOREST TOWNSHIP TRUSTEE VACANCY 2025-2029 (BOARD APPROVED 11/18/2025)

The Township Trustee would be appointed to fulfill the remaining term through May 2029. To be considered for the 2025-'29 vacancy, you must be a registered voter who has resided in River Forest, Illinois for at least one year. This is an excellent opportunity for residents who are passionate about serving the River Forest community and contributing to the governance and strategic direction of the Township. The appointed trustee will work alongside the current Board members to address key issues and ensure the continued delivery of essential services to residents.

DESCRIPTION OF THE ROLE:

The River Forest Board of Trustees is the legislative arm of the Township, setting policy and procedure for the Township Supervisor to administer. The Board is made up of four Trustees and the Township Supervisor, each having one vote. Along with the Township Supervisor, Clerk and Assessor, the Trustees are elected officials. The responsibilities of the Trustees are numerous and the Trustees are critical to the proper functioning of the Township. They have major roles in approving expenses, attending to annual budgeting and levy responsibilities, attending the monthly Township Board meetings, approving Township contracts, ordinances, making decisions related to social service contracts, serving as representatives of residents of the Township and lending their expertise and knowledge wherever possible. Trustees are also involved with the work of the various committees. Trustees also serve as liaisons between committees and the Township.

TIME COMMITMENT:

The River Forest Township Trustees time commitment is about 4-5 hours a month in meetings (typically 1-2 Tuesday evenings per month) and another 4-5 hours per month reading emails and meeting 1:1 with the other Board members. It is a volunteer position and more details can be found in our [Policy Handbook](#). The Township Board, by statute, forms the Board of Managers for the [River Forest Civic Center Authority](#) without any compensation. To serve beyond 2029, the resident would need to run in the 2029 Consolidated General Election. Generally, Township Board members perform the following function and attend the following events:

- Reading emails and reports (typically 1-2 hours per week)
- Monthly Township and RFCCA Board Meetings (usually 1-3 hours one Tuesday/month)
- Special Meetings of the Board (historically 1-3 times per year when need to meet more often than once monthly)
- Annual Town Meeting in April (historically 30-45 minutes 2nd Tuesday of April)
- Committee meetings (7-8 times a year for an hour - each trustee is assigned one area - MHC, YFS, Seniors or RFCCA. RFCCA this year has been a lot of meetings but the rest are 7-8 times a year)
- Public Events (Memorial Day Parade, LemonAid each once a year)

PROCESS TO FILL THE ROLE:

Once a Township Trustee resignation is accepted, the Trustee vacancy will be filled in accordance with [Township statutes](#) by the River Forest Township Board for the remainder of the term (until May 2029). River Forest Township is committed to transparency, and has therefore established a transparent process to consider applicants for the Trustee position that goes beyond what is required in the statute. Generally, our process is as follows, but we may vary from it upon occasion.

1. The Township looks back to the most recent general consolidation election and sees if a candidate ran in the last election and is not currently on the Board.
 - a. *(In this case, the fourth Trustee position was filled with a write-in and no other write-in or declared candidates filed the required paperwork to run.)*
2. The Township then solicits its volunteers who are serving on the Township's current committees to see if any of them would like to take on more responsibilities.
 - a. *(Currently, the Board has 19 such committee volunteers who have been appointed.)*
3. The Township publicly posts the position on its website for additional candidates.
 - a. *(In this case, the upcoming Trustee vacancy has also appeared in the [Village Newsletter of November 7](#) and the [Wednesday Journal article](#) of November 12.)*

While candidates may be drawn from all three sources, it is important to note that no single category carries more influence or preference than another. This is a part-time, volunteer (unpaid) position. The trustee will be considered a township official and not considered an employee.

To apply, please send an email to Supervisor@RiverForestTownship.org or drop off your application package during the Supervisor office hours (Mon, Tue, Wed each week) by no later than Monday, December 1, 2025 end of day. The application package must contain five things:

1. Your full legal name and address in River Forest (matching your voter registration record)
 - To be eligible for consideration you must be a registered voter who has resided in River Forest for more than a year prior to the appointment.
2. Cover letter explaining why you are interested in this position (*no more than 500 words*)
3. Your professional resume along with your qualifications to hold public office
4. Scan of your signed acknowledgement (*last page*) of the [Policy Handbook](#) (*if not already on file*)
5. Disclosure of any potential conflicts of interest where you or your family members—including your spouse, domestic partner, parents, children, siblings, grandparents, or grandchildren—are associated with:
 - Any agency receiving financial support from River Forest Township OR
 - Any recent, current or prospective tenant in the River Forest Civic Center Authority building including but not limited to the Community Center OR
 - Any other organization that currently does business with, or is in negotiations with, River Forest Township or River Forest Civic Center Authority where matters may come before the Trustee to vote on certain matters in the foreseeable future.

Candidates with complete application packets submitted **by midnight, December 1, 2025** must then respond to Supervisor emails by December 5th to schedule interview(s) in early December. The Board would make the appointment to fill the Trustee vacancy in an Open Meeting of the Board (*either December 16, 2025 or a subsequent meeting*) within 60-days of the vacancy existing. Whoever is appointed would need to file a [Statement of Economic Interest](#) like any candidate for public office must do in Cook County, Illinois and complete the Open Meeting Act training.