



Training Workshop

# Powers & Duties of Newly Elected Officials

Empowering new leaders. Strengthening local government.



## Date

March 26, 2026 (Thursday)



## Time

5:30 PM Registration

6:00 - 8:00 PM Presentation



## Location

Salamanca BOCES Center

4039 Route 219, Suite 100

Salamanca, NY 14779



## Registration Fee

\$20.00 \* Light refreshments provided

## What You Will Learn

- Legal responsibilities of elected officials
- Open Meetings Law
- Freedom of Information (FOIL)
- Municipal ethics and code of conduct
- Meeting procedures and minute-taking
- Budget basics and financial oversight
- Common challenges for newly elected officials

## Featured Presenter

**Neil M. Robinson, Esq.**

Graduate of Syracuse University; J.D. Cleveland-Marshall College of Law (1976). Lifelong resident of Chautauqua County; practicing law in the Jamestown area since 1977.



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## Register On-line

[www.southerntierwest.org/powersduties.html](http://www.southerntierwest.org/powersduties.html)

## Register By Mail

**Southern Tier West**

Attn: Sarah

4039 Route 219, Suite 200

Salamanca, NY 14779

**Name:**

**Municipality:**

**Title:**

**E-mail Address:**

## Connect With Us

Southern Tier West Regional Planning & Development Board

4039 Route 219, Suite 200, Salamanca, NY 14779

Phone: 716-945-5301 \* E-mail: [contact@southerntierwest.org](mailto:contact@southerntierwest.org) \* [www.southerntierwest.org](http://www.southerntierwest.org)

“Leadership begins with listening; public service begins with understanding.”