

IRMA COMMITTEES

The Bylaws of IRMA specifically provide for Committees of the Agency, and the work of the Committees constitutes an important part of the management of this Agency.

There are four (4) standing Committees of IRMA:

1. Administration & Finance Committee
2. Coverage, Claims & Litigation Committee
3. Membership Relations Committee
4. Training & Education Committee

The Board of Directors has adopted a "Statement of Committee Responsibility" for each of the Standing Committees. (See attached.)

The Chair of the Board appoints the Chair of each of the Standing Committees except the Administration and Finance Committee. It is the responsibility of each Committee Chair to recruit the members of his or her Committee, and select from among their Committee members a Committee Vice Chair to serve with full power and authority of the Committee Chair in the absence of the Committee Chair. The Chair and the Executive Director can assist in such recruitment. IRMA Delegates and Alternates are encouraged to serve as members of the Committees. Committee Chairs shall recruit Delegates and Alternates whenever possible.

Committee member term of participation is two years. Committee members are limited to two consecutive terms on a given committee. Only one representative from a member shall serve on the same Committee at any one time.

Committee size is recommended to be 7-10 members (including Chair).

The Committee Chair and IRMA staff will be responsible for monitoring Committee member's attendance. The Committee Chair is responsible for consulting with Committee members whose meeting attendance falls below 75%. The Committee Chair has the authority and prerogative to replace Committee members whose attendance demonstrates a lack of interest in Committee work.

Committees are expected to consider matters within their area of responsibility, and matters assigned by the Chair, and to report back to the Executive Board and the Board of Directors. All Committee members are defended and indemnified by IRMA in accordance with Section 5.04 of the Contract and Bylaws.

Committees will meet as determined by the Committee Chair.

The Chair may appoint an Ad Hoc Committee to study special issues. Such Ad Hoc Committees will report their findings and recommendations to the Executive Board and the Board of Directors.

The Executive Director and/or a member of his or her staff is a non-voting member of the Committees and will attend all Committees to give guidance, prepare reports and answer Committee questions.

Committees are expected to maintain minutes of their meetings. The originals are filed with the Executive Director and made part of the permanent records of IRMA.

The Nominating Committee will be chaired annually by the Immediate Past Chair. The Committee will consist of the three Immediate Past Chairs and up to two additional participants selected from the members who volunteer to serve on the Committee. The Committee will interview and select candidates interested in serving as Chair Elect, Treasurer of IRMA, and the two At-Large Executive Board Members for the next year's term. The Committee will also solicit member interest in serving on Committees. The Chair of the Nominating Committee will present the nominees at the final Board meeting for a vote by the Board of Directors.

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