

**STATEMENT OF RESPONSIBILITY FOR
MEMBERS OF THE BOARD OF DIRECTORS
(DELEGATES/ALTERNATES)**

The role of the Delegate is primarily to serve as the link between the member and IRMA. The IRMA By-Laws (Article II, Section 2.01(B) recognize the importance of this responsibility by requiring the Delegate/Alternate Delegates be appointed by the Chief Executive Officer (highest elected official) of the public entity and confirmed by the legislative body. The following statements represent the essential responsibilities of the IRMA Delegates/Alternates:

1. Attend all Board of Directors meetings or, if unable, assure attendance of the appointed Alternate Delegate.
2. Promptly review and distribute to appropriate staff all IRMA correspondence, and communicate as necessary with IRMA to keep contact lists current.
3. Volunteer to serve on Standing or Ad Hoc Committees and to remain informed and involved with IRMA issues.
4. Attend an IRMA Orientation and other training offerings on current risk management issues.
5. Actively participate in the governance of IRMA.
6. Assess issues of importance as they effect the entire IRMA organization, as well as your individual entity.
7. Make every effort to periodically keep senior management and /or your entity's elected officials abreast of key issues at IRMA and the unique opportunities provided your public entity through membership in IRMA.
8. All other responsibilities that will foster the mission and By-Laws of IRMA.

Adopted 3/95
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