

EXECUTIVE BOARD
STATEMENT OF RESPONSIBILITY

The Executive Board shall oversee the general policy and the rules and regulations adopted by the Board of Directors in between the regular meetings of the Board of Directors and conduct the duties and responsibilities of the Board of Directors as defined in the IRMA By-Laws and report to the full Board at its next regularly scheduled meeting.

1. The Executive Board shall consist of the following voting members: Chair, Chair Elect, Immediate Past Chair, Treasurer, and the Chairs of all other Standing Committees of IRMA, and At-Large Representatives. These positions will all be selected from the members of the Board of Directors. Additionally, the IRMA Executive Director will be a non-voting member of this Board.
2. The Chair and Chair Elect of IRMA shall be the Chair and Chair Elect of the Executive Board.
3. The Chair of IRMA shall select the Chairs of the several Standing Committees (except the Administration & Finance Committee) and shall report the selection to the Board of Directors at the first meeting of the new year.
4. The Board of Directors shall elect two At-Large Members to the Executive Board. The Nominating Committee will recommend candidates from the Board of Directors to serve as At-Large Executive Board Members. These At-Large Executive Board Members should have prior committee experience, but cannot be concurrently serving on a Standing Committee. One At-Large Member is to be chosen from smaller IRMA members (members with a revenue base below the IRMA median) and one At-Large Member from larger IRMA members (members with a revenue base at or above the IRMA median). At-Large Executive Board Members are elected to one-year terms with a limit of three consecutive terms in order to increase representation on the Executive Board.
5. All matters coming before the Executive Board that result in a final decision shall require a simple majority of a quorum of the Executive Board.

The responsibilities of the Executive Board include:

6. The review and recommended approval of the annual line item budget and Average Contribution Rate.
7. Authorize contracts for expenditures of Agency funds within the budgeted amounts approved from the annual budget adopted by the Board of Directors and limited by the Purchase and Sales Policy and reported, in writing, to the next regular meeting of the Board of Directors.
8. Authorize the settlement of claims or lawsuits filed against the Agency or its members in accordance with the Claims Policy and By-Laws of IRMA.
9. Review Appeals Committee findings and recommendations as prescribed by the appropriate sections of the By-Laws.

10. Assign projects, studies and reports to the Executive Director and staff and review such projects and reports and take appropriate action.
11. Attend and participate in appropriate training, including IRMA sponsored sessions, professional conferences and seminars sponsored by public risk management and pooling associations, or other training offerings on current risk management issues, as provided for in the IRMA annual budget.
12. Recruit, conduct interviews, and negotiate the employment contract and conduct annual performance evaluations of the Executive Director with the advice and consent of the Board of Directors.
13. To take such other actions, or make decisions on behalf of the Board of Directors, when in the judgment of the Executive Board an emergency exists or the full Board cannot be convened in a timely manner and the action or decision is within the scope of the IRMA charter and bylaws and will serve the best business interest of the IRMA Members.
14. Complete all assignments delegated to the Executive Board by motion of the Board of Directors.

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