

IRMA OFFICERS
STATEMENT OF RESPONSIBILITY

Officers of the Agency include a Chair and Chair Elect, Immediate Past Chair, Treasurer and Executive Director who are elected or appointed by the Board and are prescribed, in general, the following duties in the By-Laws:

The **Chair of the Board** is the Chief Executive Officer of the Agency, and shall preside at all meetings of the Board and the Executive Board. The Chair may request information from any officer of the Agency or any employee or independent contractor of the Agency. The Chair shall vote on all matters that come before the Board; the Chair shall be a non-voting ex-officio member of all Agency Committees. The Chair shall have other powers as granted from time to time by the Board of Directors.

The **Chair Elect** shall carry out the duties and responsibilities of the Chair during any absence or inability of the Chair to perform such duties. The Chair Elect shall be a voting member of the Executive Board. The Chair Elect shall carry out other functions and responsibilities as assigned by the Board of Directors and Chair.

The **Treasurer** of the Agency shall also be the Chair of the IRMA Finance Committee. The Treasurer shall be a voting member of the Executive Board and has overall responsibility for the funds and securities of the Agency. The Treasurer shall be responsible for the monitoring of the IRMA Cash and Investment Policy and shall determine that the Agency is in compliance with all bylaws and rules and regulations of the Board of Directors relating to investments and the financial record keeping of the Agency.

The **Immediate Past Chair** shall serve as a voting member of the Executive Board. The Immediate Past Chair shall also serve as Nominating Committee chair to develop recommended candidates for elected officers and at-large representatives for the upcoming year. In addition, the Immediate Past Chair should strive to ensure that all members have opportunities to serve and encourage participation in the governance of the pool. The Immediate Past Chair will also be responsible for other duties as assigned by the Board of Directors and Chair. If the Immediate Past Chair is no longer a member of the Board of Directors, the previous Immediate Past Chair shall serve a second term.

The above mentioned officers are elected to their term of office by the Board of Directors.

The **Executive Director** is the chief administrative officer of the Agency and shall supervise and manage the day-to-day operations of the Agency and its personnel and carry out the policy of the Agency as established by the Board of Directors. His/her duties shall include the execution of instruments as authorized by the Board; execute agreements under \$15,000 in accordance with the annually approved budget; preparation of the annual budget; making recommendations regarding policy and employment of agents, consultants and contractors; reporting of claims filed and payments made; employment of Agency personnel; expend funds; and the performance of such other duties as generally required by the Chief Administrative Officer of a governmental risk pool or as may be prescribed by the charter and Bylaws or the rules and regulations of the Board of Directors.

The Executive Director is appointed by the Board of Directors for a term to be determined by the Board. The Executive Director shall keep and maintain the Agency's official books

and records and minutes and shall execute and witness such documents and agreements as approved and authorized by motion of the Board of Directors and comply with all official requests for information on behalf of the Agency as required by certain federal, state and local laws and regulations.

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