

**TRAINING & EDUCATION COMMITTEE'S
POLICE CHIEFS, FIRE CHIEFS, PUBLIC WORKS DIRECTORS,
AND PARKS/RECREATION DIRECTORS STEERING COMMITTEES**

STATEMENT OF COMMITTEE RESPONSIBILITY AND STRUCTURE

1. Steering Committee Membership, Committee Officers, and Meetings.
 - A. All IRMA member department heads (or their designee) in the above departments are automatically members of their appropriate committee.
 - B. Each committee shall elect the following officers annually, with the exception of Parks & Recreation: Chair, Vice-Chair, Secretary
 1. The Chair shall conduct all meetings and make assignments as deemed appropriate together with the assistance of the IRMA Liaison.
 2. In the Chair's absence, the Vice-Chair shall conduct the meetings.
 3. The Secretary shall keep the minutes and prepare future meeting agendas in accordance to the instructions of the Chair.
 4. Officers may not serve more than two consecutive terms in the same position unless authorized by IRMA's Executive Director.
 5. The immediate past Chair of the respective committees shall serve as a member of the Training & Education Committee. In his/her absence, the members of the Steering Committee shall elect an alternate as their member (representative) on the Training & Education Committee.
 6. Parks & Recreation will elect only a Chair and Vice-Chair who will serve two year terms. Minutes will not be taken and the meeting agenda will be prepared by the IRMA Liaison. The IRMA Liaison will be responsible for providing updates to the Training and Education Committee.
 - C. Police, Fire, and Public Works Committees shall meet at least four times per year, or as determined otherwise, at locations to be determined by their membership. Parks & Recreation Committee shall meet at least two times per year, or as determined otherwise, at locations to be determined by their membership.
2. The IRMA Liaison or designee shall sit on the committee as a non-voting member and shall provide technical expertise and guidance to the committees.
3. The Committees shall develop programs in their specific areas of operation and recommend approval to the Training & Education Committee, i.e.,
 - Training/Education
 - IRMA Reference and Audio-Visual Library
 - Department Safety Awards
 - IRMA Risk Management Service Visits
 - Members Risk Management Policies and Procedures
 - Any other subject related to their area that they deem appropriate and is approved by the Training & Education Committee

4. Recommend special risk management programs for IRMA with the general purpose and intent of supporting the overall IRMA Members' efforts.
5. Review loss data for their areas of operations and develop loss control recommendations to improve the major loss areas.
6. Such further responsibilities as may be assigned by the Chair of the Training & Education Committee and/or the IRMA Executive Director.

Adopted 10/91
Revised 1/03
Revised 6/30/10
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