

**MEMBERSHIP RELATIONS COMMITTEE**  
**STATEMENT OF RESPONSIBILITY**

1. Coordinate and approve the annual membership marketing program.
2. Review the annual membership participation report and follow-up on recommendations.
3. Annual review of new membership selection guidelines, including special district guidelines.
4. Review membership applications and reports prepared by the IRMA staff and report the findings and recommendations to the Board of Directors.
5. Annually review and report on the future membership direction of IRMA, taking into consideration the expected or desired growth of IRMA; future revenue base growth, new membership markets, loss of members, need for special marketing efforts to increase membership, etc.
6. Review the Annual State of the Membership Report to determine those members that do not meet membership standards established by IRMA and recommend remedial action, including the IRMA Workers' Compensation Focus Program.
7. Coordinate the IRMA Workers' Compensation Focus Program process and review the Quarterly Workers' Compensation Focus Program Member Reports to evaluate progress and make recommendations.
8. IRMA staff will meet with an IRMA member contemplating issuing or having issued a written notice of withdrawal from the Pool. Staff will prepare a written memo detailing the results of the meeting and member retention actions for the MRC, Executive Board and the next regularly scheduled Board of Directors meeting.
9. Review and report on periodic market comparison studies performed by independent consultants.
10. Monitor federal and state proposed legislation, administrative rules or regulations which may impact operations of IRMA; reporting to the IRMA Board of Directors the progress of such legislation and recommend course of action in supporting or opposing such legislation.
11. Annual review and approval of the Committee's portion of the line item budget. The recommended budget will be forwarded for final approval to the Executive Board.
12. Such further responsibilities as may be assigned by the Chair of IRMA.

Adopted 11/89  
Revised 9/01  
Revised 3/23/05  
Revised 1/07  
Revised 1/14/09  
Revised 3/18  
Revised 3/20