

**TRAINING AND RISK MANAGEMENT COMMITTEE'S  
STEERING COMMITTEE STATEMENT OF COMMITTEE  
RESPONSIBILITY AND STRUCTURE  
(Fire Chiefs, Police Chiefs and Public Works Directors)**

The Steering Committees serve as a key element to the effectiveness of the training and risk management structure of IRMA. Steering Committees are responsible for advising and providing strategic guidance on collective challenges shared by member operating departments. The effectiveness of each Steering Committee is dependent upon the level of commitment demonstrated by members and their collective experience.

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:  
Chair, Vice-Chair, and Secretary.
    1. The Chair shall conduct all meetings and make assignments as deemed appropriate with the assistance of the Committee Officers and 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 & Risk Management Committee. In his/her absence, the members of the Steering Committee shall elect an alternate as their member (representative) on the Training & Risk Management Committee.
  - C. Fire, Police and Public Works Committees shall meet at least three 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 & Risk Management 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 & Risk Management Committee

4. Recommend risk management programs for consideration to the Training & Risk Management Committee and IRMA Liaison with the general purpose and intent of increasing safety awareness, reducing loss exposures and preventing injuries.
5. Review loss data for their areas of operations and contribute to the development of loss control recommendations to improve the major loss areas in the form of additional training topics, products, services or equipment for pooled pricing discounts, risk management pilot programs, and/or grant opportunities.
6. Such further responsibilities as may be assigned by the Chair of the Training & Risk Management Committee and/or the IRMA Executive Director.

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