

State Insurance Committee Chairman Position Description

Position Purpose:

This position reports to the President and plans, enhances and implements the State Insurance Committee responsibilities.

Principal Responsibilities:

- Plan, staff, organize and lead the Committee to meet the position's purpose. Follow Procedure 46 "How to Appoint and Organize Standing Committees"
- Act as the principal spokesman for the Committee
- Build relations with SIR leaders to identify opportunities and implement improvement actions in coordination with them.
- Work closely with the State Travel Committee Chairman on insurance-related issues.
- Review insurance-related issues to ensure they are current in Policy 6- Alcohol Policy, Procedure 6- How to Provide and Serve Alcoholic Beverages, Policy 13- Travel & Short Bus Trips, Procedure 13- How to Administer a Domestic or Overseas Trip, Procedure 13a- How to Use a Bus Company for Short Trips, Policy 16- No Contact with Insurance Company, Agent, or Broker, and Policy 39- Unauthorized SIR Activities.
- Comply with the insurance-related policies and procedures itemized above.
- Build external relations as appropriate to enhance the work of the Committee.
- Manage the Committee in a fiscally sound manner while following SIR policies and procedures
- Evaluate insurance programs for appropriate coverage to meet current and anticipated future activities, maintain an active and ongoing survey of potential risks that may impact SIR, and make recommendations to the President for any changes the Committee deems appropriate.
- Negotiate insurance coverage with knowledgeable and reputable insurance firms on an annual basis. The Committee shall also obtain an annual quote on the cost of Errors and Omissions (E&O) Insurance for Branches and provide this information to the Branches by February 28 each year, along with instructions on how to implement the exemption for E&O Insurance for its Officers and Directors.
- Maintain a file for each SIR-Qualified Travel Agency to ensure that it maintains current liability insurance.
- Address such other issues and perform other duties as may be directed by the President or the State Board.

SIR Leader Expectations, Skills and Knowledge Required:

- Utilize goal setting, action planning and follow-up principles effectively
- Understand and support the SIR Policies and Procedures, SIR Leader Expectations, and the principles of RAMP.
- Provide positive and negative feedback effectively and when appropriate
- Lead meetings effectively
- Have the ability to recognize leadership potential in others
- Build effective relationships with key SIR leaders and volunteers and key external parties
- Use common word processing, spreadsheet, presentation and email software
- Be familiar with the contents of the SIRINC.ORG website with particular emphasis on the Member's Information Section.