

IAIABC

Summary:

The Associate Member Council's purpose is to assist the IAIABC's Board of Directors in fulfilling its leadership responsibilities. It provides private sector insights and input on the regulatory impacts associated with workers' compensation rules, statutory law, and administrative practice. It facilitates open communication among all stakeholders.

Charter of the Associate Member Council

I. Purpose

The primary purpose of the Associate Member Council ("AMC") is to assist the IAIABC's Board of Directors in fulfilling its leadership responsibilities by providing (i) insights and input on the technical, operational, financial or medical impacts associated with workers' compensation rule, statutory law, and administrative practice; (ii) best practices associated with the operation of workers' compensation systems; (iii) assistance with recruiting and retaining of associate members; and (iv) program content and assistance. Consistent with this function, the AMC should encourage continuous improvement of, and adherence to, IAIABC's policies, procedures, and practices. In addition, the AMC should facilitate open communication among all IAIABC stakeholders including the EDI (Electronic Data Interchange) Council, IAIABC senior management, IAIABC Committees, and the Board of Directors.

II. Composition

The AMC shall be comprised of up to fifteen Associate or EDI members of the IAIABC as determined by the Board of Directors with input and advice from the AMC Chairperson and Vice Chairperson, each of whom shall be independent members, free from any relationship that would interfere with the exercise of their independent judgment as a member of the Council. Each member will have some knowledge of workers' compensation and its regulatory scheme.

The AMC shall designate one of the AMC Members as Chairperson and another as the Vice-Chairperson. The AMC Chairperson shall also serve on the Board of Directors as an ex officio, non-voting member. The Chairperson's term should be no longer than three years

III. Meetings

The AMC shall meet at least twice per year and at other times as determined by the AMC Chairperson Vice Chairperson or the Board of Directors. The AMC shall meet separately from the Board of Directors and may hold meetings at times and locations as the AMC may determine. The AMC (or its designees) should meet at least semi-annually with the Board of Directors to address issues of common concern.

At any AMC meeting, a majority of its members shall constitute a quorum. When a quorum is present at any meeting, a majority of those AMC members present may take action. The Associate Member Council may establish rules and procedures for its meetings consistent with this charter.

IV. Duties

In performing its duties, the AMC may:

- Provide insights through various communication channels to the public sector membership of the IAIABC to foster enhanced, positive, and collaborative working relationships.
- Bridge communication and understanding between the regulatory and private sector.
- Recommend and provide guidance to the Board of Directors and IAIABC staff to effectively recruit and retain associate members.
- Encourage AMC members to identify and develop timely subjects for discussion and engagement at AMC meetings, prioritizing issues that are trending and most relevant to the IAIABC members.
- In consultation with the Board of Directors and IAIABC staff, assist in developing program content, subject matter experts, and sponsorship procurement for IAIABC forums and conventions.
- Periodically review the activities and organizational structure of the AMC, as well as qualification requirements for membership on the AMC.
- Delegate an AMC member to serve on each of the IAIABC committees to maintain a direct communication line between the AMC and IAIABC committees, report on committee activity, and support the AMC's program development role.

- Form and delegate authority to create subcommittees when appropriate.
- Perform any other activities consistent with this Charter, the IAIABC's Bylaws and governing law, as the AMC or the Board of Directors deem appropriate.

Charter of the Associate Member Council

Approved by the IAIABC Board of Directors on June 20, 2023