

IAIABC

Charter of the Associate Member Council

I. Purpose

The primary purpose of the Associate Member Council is to assist the IAIABC's Board of Directors in fulfilling its leadership responsibilities by providing (i) private sector advice and guidance on the regulatory impacts associated with new and developed workers' compensation rule, statutory law, and administrative practice; (ii) best practices associated with the operation of workers' compensation; (iii) assistance to the Board of Directors by identifying candidates qualified for membership to the Associate Member Council; (iv) assistance on the recruiting and retaining of associate members; and (v) program content and assistance. Consistent with this function, the Associate Member Council should encourage continuous improvement of, and adherence to, the IAIABC's policies, procedures and practices. In addition, the Associate Member Council should facilitate an open avenue of communication among all IAIABC stakeholders including the EDI Council, IAIABC senior management, IAIABC Committees, and the Board of Directors.

II. Composition

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

The Associate Member Council shall designate one of its members as the Chairperson and another as the Vice-Chairperson. The Associate Member Council 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 Associate Member Council shall meet at least twice per year and at other times as determined by the Associate Member Council Chairperson or the Board of Directors. The Council shall meet separately from the Board of Directors, and may hold meetings at such times and locations as the Associate Member Council may determine. The Associate Member Council should meet at least annually in executive session with the Board of Directors to give the Board of Directors the opportunity to discuss freely and openly the IAIABC's annual focus, membership concerns, financial status, or any other matters that should properly be discussed in executive session.

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

In addition, as part of its job to foster open communications, the Associate Member Council may meet in executive session from time to time with the Executive Director and other members of management to discuss any matters the Associate Member Council believes should be discussed privately.

IV. Duties and Responsibilities

In performing its duties and responsibilities, the Associate Member Council may:

- Provide constructive criticism and guidance to the public sector component of the IAIABC in order to foster enhanced and positive working relationships.
- Recommend and provide guidance to the Board of Directors and IAIABC staff for purposes of effectively recruiting and retaining associate members to the organization.
- Develop, approve, and execute a process for determining robust subject matter agendas for purposes of Associate Member Council meetings.
- 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.
- Review major changes to the IAIABC's principles and practices that would affect the IAIABC's status with the associate members.
- Review and make remedial suggestions on any significant disagreement between IAIABC staff, the Board of Directors and the associate members.
- Serve as the primary communication conduit for Associate Member relations by raising any issues of relevance to the Board of Directors or any other relevant IAIABC body.
- Review the activities, organizational structure, and qualification requirements related to the associate members' role within the IAIABC.
- Review with the Board of Directors any legal matter that could have a significant impact on the associate members and any significant regulatory compliance matters.
- Delegate an Associate Member Council individual to serve as its representative to the EDI Council in order to maintain a direct communication line between the two entities.
- 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 Associate Member Council or the Board of Directors deem appropriate.