



WSTIP Policy Manual

Document Name:	Duties of Elected Executive Committee Member Representatives and Elected Officers	Date Adopted:	04/29/10
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Duties of Elected Executive Committee Member Representatives and Elected Officers

Purpose

To provide a succinct enumeration of the primary duties of the Pool's elected Executive Committee member representatives and elected officers in a single document.

Authority

1. Interlocal Agreement, Sections 3 ("exercise all powers and perform all functions necessary to accomplish all lawful programs") and 7 ("officers shall include a president, vice president, secretary, and such other officers as authorized by the bylaws" and "duties . . . of officers shall be as specified in the bylaws");
2. Bylaws, Sections 12 ("president shall chair . . . [meetings]"), 13 ("vice president shall perform the duties of the president in the absence or disability of the president"), 14 ("secretary shall certify . . . policy manual decisions . . . and minutes), 17 ("Pool shall be governed and controlled by **Executive Committee** in all respects except for those matters reserved to the **Board**"), and 18c ("four [Executive Committee] members elected annually, one . . . from . . . small, one . . . from . . . medium, one . . . from . . . large, and one . . . "at large").

Policy Statement

The primary duties of the Pool's elected officers are set forth below.

1. President
 - a. As provided in the Bylaws, chair the meetings of the Board and Executive Committee,
 - b. In collaboration with the executive director, set the agenda for Board and Executive Committee meetings,
 - c. Select the dates, times, and places of Board and Executive Committee meetings in conformity with the Pool's established governing policies. In making these decisions the President shall seek to facilitate maximum participation by member representatives,
 - d. Counsel member representatives on behalf of the Pool,
 - e. Appoint members to the Nominations and Elections, Governance Policy, and Audit committees,
 - f. Provide direction to and approve timesheets of general counsel, and
 - g. Approve travel by member representatives.

2. Vice president
 - a. Fulfill the duties of the President in the absence or disability of the President,
 - b. To the maximum extent possible, attend all Board and Executive Committee meetings, and
 - c. At the direction of the President, chair the Governance Policy Committee.

3. Secretary

- a. Attest to the accuracy of all governance policies passed by the Board or the Executive Committee,
- b. Certify the accuracy of approved meeting minutes of the Board or the Executive Committee, and
- c. To the maximum extent possible, attend all Board and Executive Committee meetings.


4. The primary duties of the elected Executive Committee member representatives are as set forth below:

- a. The small, medium, and large member representative shall contact and collaborate with their small, medium or large board members, as the case may be, prior to every quarterly board meeting to formulate and advance issues of particular interest to members of that size,
- b. The member representative shall act as a liaison to the Board for the members within their size group, and
- c. To the maximum extent possible, attend all Board and Executive Committee meetings.

The primary duties of the "at large" Executive Committee member and the immediate past president shall, to the maximum extent possible, attend all Board and Executive Committee meetings.

Amendment

This policy may be amended by the Executive Committee.

Passed this 9 day of December, 2010
Executive Committee
Washington State Transit Insurance Pool


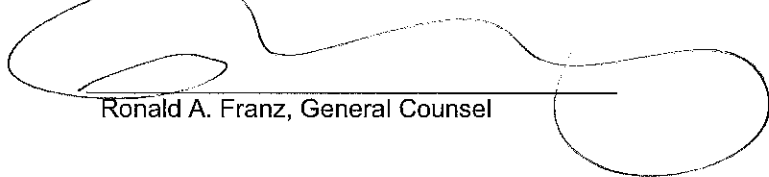
Tom Hingson, President

ATTEST:



Ed McCaw, Secretary

APPROVED AS TO FORM:



Ronald A. Franz, General Counsel