



COUNTY ROAD ASSOCIATION SELF-INSURANCE FUND

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James L. deSpelder, *Administrator*

February 27, 2014

RE: A Call for Board of Trustee Candidates

Dear CRASIF Members,

The membership approved a change to our bylaws in 2013 that affects how we elect individuals to the board of trustees. The change requires that the Board of Trustee Chairperson issue a call for board candidates from among the membership to place them on a ballot. The membership will then vote on the candidates *prior to* our annual meeting rather than at the annual meeting. The successful board candidates will be announced at the annual meeting and take office immediately after the annual meeting adjourns.

Every year we have at least three open trustee positions. This year CRASIF will have one (1) three-year Northern position, and two (2) three-year At-Large positions to fill. The Bylaws have geographical requirements for the Board of Trustees. The nine (9) trustee positions shall be comprised of three (3) trustee positions at-large from the total membership of CRASIF and the remaining six trustees shall be comprised of two (2) trustees from each of the following:

- A. The Upper Peninsula Road Builders Association;
- B. The Northern Michigan Association of Road Commissions; and
- C. The Association Of Southern Michigan Road Commissions.

Please send a letter indicating your interest and qualifications for the position to CRASIF, Attention: Jim deSpelder, 417 N. Seymour, Suite 3, Lansing MI 48933. The deadline is **Tuesday April 1st, 2014**.

Also please find enclosed the Board's approved *Board Trustee Position Description* and the *Trustee Code of Conduct* documents. These documents describe trustee responsibilities and board expectations.

Respectfully,

Joyce E. Randall
Chairperson

Encl.

Board of Trustees

Joyce Randall, *Chair, Mecosta*
Douglas Robidoux, *Vice Chair, Mason*
Kenneth Hulka, *Muskegon*

Mary Herman, *Marquette*
John M. Hunt, *Huron*
Mike Larrabee, *Delta*

Robert Ottenhoff, *Luce*
Dale Linton, *Montcalm*
Jerry Smigelski, *Presque Isle*

Board Trustee Position Description

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the County Road Association Self-Insurance Fund (CRASIF) so as to support the organization's mission and needs.

Mission Statement: Our mission is to reduce the potential for employee injury and to provide a comprehensive disability management program for employees eligible for workers' compensation.

***Major Responsibilities:**

- Direct and protect the interests of the owner road commissions
- Support and act in accordance with the governance model of CRASIF
- Establish, monitor and enforce organizational results and performance
- Provide leadership while representing CRASIF
- Foster an effective team dynamic between the Board, Staff and the Membership

*Members of the board share these responsibilities while acting in the interest of CRASIF. Each member is expected to make recommendations based on his or her experience and vantage point within the road commission community.

Length of Term: Three years, which may be renewed at the end of each term by the membership. A position vacated prior to the end of the three-year term will be filled by appointment and subject to election at the next Annual Membership Meeting.

Meetings and Time Commitment: The Board of Trustees meets at least four (4) times from September to September. Meetings are located throughout the state. Meetings typically last from 9 am to 5 pm. Each Board Member is expected to actively participate on at least two board committees. The committees meet an average of four times per year, pending their respective work agenda. Board members are also asked to attend at least two (2) special meetings per year, as they are determined. One of which is the Annual Membership Meeting.

Expectations of Board Members:

- Attend and participate in board and committee meetings on a regular basis.
- Be alert to road commission concerns that can be addressed by CRASIF's mission, objectives, and programs.
- Help communicate and promote CRASIF mission and programs.
- Become familiar with CRASIF finances, budget, and financial/resource needs.
- Support Board decisions even if disagree.
- Abide by the Board's Trustee Code of Conduct.
- Comfortable using technology such as email correspondence and tablets.
- Open, honest and aboveboard at all times.

Trustee Code of Conduct

The Board and its Trustees will conduct themselves lawfully, with integrity and high ethical standards, in order to model the behaviors expected of staff and to build member confidence and credibility.

1. *To build trust among Trustees and to ensure an environment conducive to effective governance, Trustees will: focus on situations and behavior rather than the individual;*
 - a. exercise honesty in all written and interpersonal interaction, never intentionally misleading or misinforming each other;
 - b. make every reasonable effort to protect the integrity and promote the positive image of the organization and one another;
 - c. maintain confidentiality appropriate to sensitive issues and information that otherwise may tend to compromise the integrity or legal standing of the Board, especially those matters discussed in closed session.

2. *Trustees will not attempt to exercise individual authority over the organization.*
 - a. Trustees will not attempt to assume personal responsibility for resolving operational problems or complaints;
 - b. Trustees will not personally direct any part of the operational organization;
 - c. Trustees will respect decisions of the Board and will not undermine those decisions;
 - d. Trustees will not publicly express individual negative judgments about the Administrator or staff performance. Any such judgments of the Administrator or staff performance will be expressed in the appropriate forum;
 - e. Trustees will refer any requests for access to CRASIF records to the Administrator.

3. *Trustees will serve the interests of the entire organization. Trustees recognize this responsibility to the whole to be greater than:*
 - a. Any loyalty a Trustee may have as a member.
 - b. Loyalty based upon membership on other boards or staffs.