

ACCEL Board Member Job Description

Description:

The Board of Directors is the governing body of ACCEL, and each Board Member should represent ACCEL while weighing the needs of each Member Agency. ACCEL's Board Members take action to direct, manage, supervise, and coordinate the JPA's activities and operations.

Essential Functions may include, but are not limited to the following:

- Attend and participate in Board of Directors Meetings.
- Serve on at least one of ACCEL's four (4) standing committees: Executive, Claims, Finance and Underwriting, and attend all meetings.
- Read agenda packets prepared by the Program Administrators prior to the Board Meeting.
- Annually complete a Form 700.
- Complete insurance applications for their respective City for ACCEL pool insurance placements.
- Thorough understanding of the ACCEL's JPA Agreement, Bylaws, Policies and Procedures.
- Provide data when requested by the Program Administrators.
- Work with ACCEL's Claim Auditor.
- Report liability claims to ACCEL's Third Party Administrator.
- Share and collaborate risk management ideas with other Board Members.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods, and procedures; meet with Program Administrators, ACCEL Board Members, and Service Providers to identify and solve problems.

Suggested or Preferred Qualifications:

- Risk Management Professional.

Supplemental Information:

- Representative from Member Agency, appointed by City Administrator/Manager.
- In absence, Alternate Member (if assigned) assumes role of primary representative.