

Montana Municipal Insurance Authority

Policy Manual

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Policy Statement:

It is MMIA's policy that new Board Members be provided a comprehensive formal orientation by the CEO or their designee about MMIA and its administration, operation and governance policies, practices and procedures.

I. Purposes/Expected Outcomes

It is essential to effective governance that new Board members participate in an orientation session that familiarizes them with the Board's functions, policies and procedures in advance of assuming their fiduciary duties as a member of the Board of Directors.

II. Responsibilities

As part of the orientation of new Board members, the CEO shall provide:

1. The previous year's complete record of minutes
2. A copy of the Program and Inter-Local Agreements, Bylaws and Board Policies
3. A copy of the MMIA Employee Personnel Policy Manual
4. The current MMIA budget, audited financial statements and management letters for the prior three years and most current monthly financial statements.
5. A copy of current MMIA goals and objectives
6. A guided tour of the MMIA facility and introductions of staff
7. A list of Departments and functions including an Organizational Chart
8. A list of Board of Directors including terms and designations and Committees with contact information
9. A copy of the annual work plan