

Cities and Villages Mutual Insurance Company
Member Responsibilities & Obligations

These responsibilities and obligations have been adopted by the Board of Directors of the Mutual in accordance with Article III Section 10 of the Bylaws.

1. Each Member shall designate a representative (Member Representative) to the Mutual as required by Article II Section 1 of the Bylaws. The Member Representative shall have authority to act on behalf of their municipality on all matters related to CVMIC. That Member Representative shall comply with required duties and responsibilities as defined below:
 - Attend all scheduled Member meetings (Summer, Annual, Special) OR
 - Designate a proxy if unable to attend one of the scheduled meetings as allowed in Article II Section 4 of the Bylaws
 - Be a liaison between CVMIC and the appropriate officials or employees of the Member for risk management, safety, and loss control activities of the Member

2. Each Member shall comply with applicable State and Federal laws and administration rules and will take all steps to avoid an intentional or willful violation that exposes the Members and the Mutual to unnecessary liability.

3. Each Member shall utilize effective risk management practices and tools, including the recommendations of the Mutual when unsafe conditions or potential liabilities are identified.
 - Risk Management, as defined in the Intergovernmental Cooperation Agreement, means the process of identifying, evaluating, controlling, transferring and eliminating risks.
 - Risk Management also includes working with the Mutual to fund claim payments, determining self-insured levels commensurate with each Member's risk, legal defense of claims, purchasing insurance, and collaborating with the Mutual to establish reserves for potential claims.
 - Members are expected to actively assist with the development and implementation of their loss control work plan, coordinate loss control and training activities, complete the triennial risk assessment, and be pro-active in identifying, evaluating, transferring and eliminating risks.
 - Members shall also take steps to ensure elected officials, appointed officials, volunteers, Member management, Member supervisors and Member employees participate in scheduled or online employment practices liability training to meet the standards described in the laws and rules.

4. Each Member shall designate an individual or individuals to manage and report claims:
 - Members are expected to comply with CVMIC's Claims Policies and Procedures and the reporting requirements of all insurance contracts as they would with any other insurance company.

- Policies and Procedures include but are not exclusive to:
 - a. Liability Claims Quality Control Guidelines
 - b. Liability Claims Administration Guide
 - c. Litigation Policy
 - d. Workers' Compensation Claims Guide

- 5. The Mutual (CVMIC) staff will work with Members that fall short in meeting the obligations outlined in the Insurance Policies and Intergovernmental Cooperation Agreement. If the Member continues to not meet the requirements agreed to when joining the Mutual, the matter can be referred to the Board of Directors for discussion. The Process of Notification of non-compliance is outlined below:
 - The Mutual shall send the Member written notification of the Member's failure to comply with the above guidelines.
 - The Member shall reply to the notification, within 30 days of the notification, with a written plan outlining the corrective action to be taken. Extensions may be granted under extenuating circumstances, at the discretion of the Mutual and the Board of Directors
 - The Mutual will coordinate with the Member on its corrective program, after approval, on completing the program within 60 days from the receipt of the written response. The Member can request an additional 60 days from the Mutual .
 - The Board of Directors and the Membership will review the program and failure to implement the program can result in cancellation and non-renewal of a Member's policies with the Mutual at the end of the policy period.

By signature below, we accept, acknowledge and agree to comply with the above responsibilities and obligations.

City/Village Representative

Date