



COUNTY ROAD ASSOCIATION SELF-INSURANCE FUND

417 Seymour Street Suite 3 Lansing MI 48933
PH: 517.899.9985 • FAX: 517.481.3751 • [Www.CRASIF.org](http://www.CRASIF.org)

James L. deSpelder, *Administrator*

Date: March 12, 2013
To: CRASIF Member Road Commissions and Commissioners
From: CRASIF Nominating Committee
RE: **CRASIF Board of Trustees Positions**

The County Road Association Self-Insurance Fund (CRASIF) Nominating Committee is soliciting individuals whom may be interested in serving on the Board of Trustees. Three (3) Board of Trustee positions are to be elected each year at the Annual Meeting. The term of the positions is for three (3) years.

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.

This year CRASIF will have two (2) three year at-large positions, one (1) one year at-large position, and one (1) three year Northern position to fill. The Northern nominee that receives the most votes wins the Northern position. The remaining nominees will fill the three (3) at-large positions based on who has the most votes.

Enclosed is the current list of the Board of Trustees. The following incumbents have indicated that they are seeking re-election: Randall, Hunt, Herman. In addition, Jerry Smigelski from the Presque Isle County Road Commission has been appointed to fill Don Spray's position that was vacated when he lost his November election to be on the Cheboygan County Road Commission. Jerry is unsure at the time of this mailing if he will be running. If he does run, he will be running as an incumbent.

Anyone interested in running for a position on the board should submit a brief resume consisting of 150 words or less by **Monday April 15th, 2013**. Resumes may be sent to the CRASIF office, Attn: Jim deSpelder, Administrator. The Board elections will take place at the Annual Membership Meeting in July 2013 at the Soaring Eagle Resort in Mount Pleasant. Only CRASIF members who are present at the Annual Meeting are able to vote for the board positions.

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*

CRASIF 2012-13 BOARD OF TRUSTEES

Name	County	Term Expires	Association
1. Mary E. Herman	Marquette	2013	UP
2. John M. Hunt	Huron	2013	Southern
3. Joyce E. Randall	Mecosta	2013	Northern
4. Jerry Smigelski (fills Donald Spray's position)	Presque Isle	2013 (2014)	Northern
5. Robert Ottenhoff	Luce	2014	UP
6. Douglas Robidoux	Mason	2014	Northern
7. Kenneth Hulka	Muskegon	2015	Southern
8. Mike Larrabee	Delta	2015	UP
9. Dale Linton	Montcalm	2015	Southern

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.

This year CRASIF will have two (2) three year at-large positions, one (1) one year at-large position, and one (1) three year Northern position to fill. The Northern nominee that receives the most votes wins the Northern position. The remaining nominees will fill the three (3) at-large positions based on who has the most votes.

2013 Nominating Committee

Southern Association	Northern Association	Upper Peninsula Association
Dorothy G. Pohl Managing Director – Clerk Ionia County Road Commission 169 E. Riverside Drive Ionia, MI 48846 PH: 616.527.1700	Burt R. Thompson Engineer-Manager Atrium County Road Commission P.O. Box 308 Mancelona, MI 40659 PH: 231.587.8521	Bernard J. Lund Commissioner Schoolcraft County Road Commission P.O. Box 160 Manistique, MI 49854 PH: 906.644.2582

Enclosed are the Board's approved *Board Trustee Position Description* and the *Trustee Code of Conduct* documents. The documents describe trustee responsibilities and board expectations. Questions can be directed to Jim deSpelder, Administrator.

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.