

UTAH COUNTIES INDEMNITY POOL POWERS AND DUTIES OF OFFICERS POLICY

SECTION A EFFECTIVE DATE AND FREQUENCY OF REVIEW

1. The effective date of this policy is June 18, 2020.
2. This policy should be reviewed annually, but not less than every five years by the Board of Directors.
3. This policy should also be reviewed at any time that changes to laws or rules governing the duties of officers of an interlocal entity are amended or recommendations are made by the UCIP CEO or CFO, which would require review and update to this policy.
4. Failure to review this policy in the frequency stated shall not nullify, void, limit or waive this policy or any action taken under this policy.
5. This policy is considered to be amended at the time any new federal or state law becomes effective which conflicts with this policy, but only to the extent necessary to come into compliance with new law.

SECTION B PURPOSE

1. The purpose of this policy is to establish the powers and duties of the principal officers of UCIP.

SECTION C AUTHORITY

1. The Board has authority to adopt this policy under the UCIP Interlocal Agreement and Bylaws.

SECTION D APPLICABILITY AND SCOPE

1. This policy is applicable to all principal officers of UCIP.

SECTION E DEFINITIONS

1. Board: the Board of Directors of the Utah Counties Indemnity Pool.
2. CEO: the Chief Executive Officer of the Utah Counties Indemnity Pool.
3. CFO: the Chief Financial Officer of the Utah Counties Indemnity Pool.
4. Pool: the Utah Counties Indemnity Pool.

5. President: The individual elected by the Board as the President of the Board.
6. Secretary-Treasurer: The individual elected by the Board as the Secretary/Treasurer of the Board.
7. UCIP: the Utah Counties Indemnity Pool.
8. Vice President: The individual elected by the Board as Vice President of the Board.

SECTION F POLICY STATEMENTS

1. The principal offices of the Board shall be President, Vice-President and Secretary-Treasurer.
2. The principal offices shall be held by three separate natural persons elected annually by and from among the Directors of the Board.

SECTION D PROCEDURES AND RESPONSIBILITIES

1. The President shall:
 - a. Preside over meetings of the Board and Membership;
 - b. Sign required documents including approved minutes and affidavits;
 - c. Function as Interim CEO if the CEO is unable to perform their duties for an extended period of time or the position becomes vacant, until the CEO returns to their duties or the Board appoints an Interim CEO or new CEO;
 - d. Perform such other duties as may be prescribed from time to time by the Board and the Membership.
2. The Vice President shall:
 - a. Exercise the powers of the President in the absence of the President;
 - b. Review and report to the Board on the Conflict of Interest statements of the Board, CEO and CFO.
2. The Secretary/Treasurer shall:
 - a. Exercise the powers of the President and Vice-President in the absence of the President and Vice-President;

- b. Assure minutes and recordings are taken of each meeting of the Board and Membership and present draft minutes to the Board for approval;
- c. Perform as custodian of all cash, bank accounts, credit card accounts, bond and securities;
- d. Perform the duties of the Treasurer outlined in the Internal Accounting Controls.

SECTION E REVISION HISTORY

- 1. Adopted: June 18, 2020

SECTION F APPENDICES

- 1. There are no appendices to this policy