



# TOIRMA Update

By Jim Donelan

TOIRMA Executive Director

## *TOIRMA's Annual Renewal Packet*

**T**HANKS TO THE MOVIE *The Lion King* most of us know about or have at least heard of the “circle of life.” Sorry if I just planted that song in your head for the rest of the day. Essentially, the “circle of life” is a part of nature: birth, growth, the end, and passing the torch to the next generation. As it is with nature, the township-TOIRMA lifecycle/timeline is no different. There are a number of steps that are a part of each calendar year, and one of these is TOIRMA's Annual Renewal Packet.

If you are anything like me, a reminder is always helpful. This coupled with the fact that there was a township election last year resulting in a significant amount of newly elected officials, we thought it would be helpful to discuss the Annual Renewal Packet. Whether this is your first-time going through this part of the township-TOIRMA timeline, or you are a veteran official, this is the time of the year that TOIRMA needs your assistance with your Annual Renewal Packet.

On January 17, 2018, we sent out the Annual Renewal Packets to each TOIRMA Member Contact.

We are asking each member to review the packet (at least the supervisor and highway commissioner), complete the applicable sections, make any necessary changes, and return it to our office promptly. This is your opportunity as a TOIRMA member to help ensure the accuracy of your information.

The following questions pertain to TOIRMA's Annual Renewal Packet.

**Question:** When were the Annual Renewal Packets sent out and who should have received it?

**Answer:** On January 17, 2018 the Annual Renewal Packets were sent out to each TOIRMA Member Contact. Please have at least the supervisor and highway commissioner review the packet.

**Question:** What is included in the Annual Renewal Packet?

**Answer:** The packet includes a letter outlining the contents and the steps that need to be taken by each member. Also included within the packet is: (1) Comprehensive General Liability Questionnaire, (2) listing

of the Values for Vehicles; Inland Marine Equipment; and Buildings/Contents, and (3) listing of Estimated Payroll. Your coverage is dependent on the accuracy of this information, so your reply is key.

**Question:** Who at the township should review the Annual Renewal Packet?

**Answer:** We recommend that at least the township supervisor and highway commissioner review the documents within the packet. This does not mean that other officials should not be involved in the review.

**Question:** Why is it important for the Annual Renewal Packet to be reviewed, completed, and returned back to TOIRMA?

**Answer:** Having the most up-to-date information is essential to the TOIRMA Program, and the accuracy of this information helps ensure that townships and road districts have adequate coverage.

**Question:** When is the Annual Renewal Packet due back to TOIRMA?

**Answer:** The packet must be returned by March 1, 2018.

**Question:** Who do you call at TOIRMA if you have questions regarding items within the Annual Renewal Packet?

**Answer:** Call toll free, (800) 252-5059, (217) 444-1204 (Debbie) or (217) 444-1139 (Beth).

By the way, the “circle of life” continues. Disney announced recently that they are remaking the 1994 classic, *The Lion King*, as a live-action movie to be released in 2019. The “circle of life” continues.

Thank you in advance for your time and attention with the Annual Renewal Packet. As always, if I can ever be of any assistance, please feel free to contact me at (888) 562-7861 or by e-mail at [jdonelan@toirma.org](mailto:jdonelan@toirma.org).

