

## **TOIRMA Update**

By Jim Donelan

**TOIRMA Executive Director** 

## TOIRMA Renewal Packets – We Need Your Help

HE TOIRMA Board of Trustees and Staff are committed to providing sufficient coverage to our Members by addressing the difficulties that arise in performing your services to the public. We strive to accomplish this in the most fiscally efficient manner possible. In doing so, there are times when we require the help of our Membership in order to maintain the level of success that the TOIRMA Program and our Membership has experienced for nearly 30 years. We are in need of your assistance.

On January 15, 2016, Annual Renewal Packets were sent out to each TOIRMA Member Contact. This is a key opportunity for our Members to assist us in the accuracy of your information. We are asking each Member to review the packet, complete the applicable sections, make any necessary changes, and return it to our office promptly.



This year each packet consists of a letter outlining its contents. We asked that each TOIRMA Member Contact:

- (1) <u>Complete</u> the General Liability Questionnaire;
- (2) <u>Review</u> the values listed for Vehicles, Inland Marine Equipment, and Buildings/Contents (instructions for each coverage line); and
- (3) <u>Review</u> the Estimated Payroll.

When we are speaking with Members throughout the state, we are commonly asked "who should review the Annual Renewal Packet?" We recommend that at least the township supervisor and highway commissioner review the documents within the packet. Other elected officials are also certainly welcome to participate in the review.

Reviewing the Renewal Packet is an essential part of your TOIRMA Coverages and ensures that we have the most up-to-date information. Having accurate information helps protect your Townships/Road Districts, and makes sure there is adequate coverage.

Upon completion of your review and completion of the Renewal Packet, it should be returned to TOIRMA by March 1, 2016. We also recommend making a copy of the packet for your files.

If you have questions regarding items within the Annual Renewal Packet, please feel free to contact toll free, (800) 252-5059, Debbie Prentice at extension 1204, or Beth Eyrich at extension 1139.

Thank you for your assistance with the review and completion of your Annual Renewal Packet. As always, if you have any further questions regarding this topic, please feel free to contact me at (888) 562-7861 or by email at <u>jdonelan@toirma.org</u>.

Success: "It takes time to be a success, but time is all it takes." — Anonymous