Public Risk Management Association



2024-2025 Board of Directors

Application Form

I. General Information (Please print or type.)

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant: | | Professional designations: | |
| Title: | | Entity: | |
| Address: | | | |
| City: | State: | | Zip code: |
| Phone (work): | | Phone (cell): | |
| Email: | | | |
| PRIMA membership # | | | |

II. Qualifications

1. Current status:  Appointed  Elected  Other
2. Employment status:  Full-time  Part-time
3. Current duties (estimate percentage of time):

Risk management:       %

|  |  |  |  |
| --- | --- | --- | --- |
| Other: | % | Other: | % |
| Other: | % | Other: | % |

1. Current and prior risk management experience (at least three years in a public entity required):

|  |  |
| --- | --- |
| Years | Entity |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. How long have you been a member of PRIMA (including any and all employers)?

1. Past PRIMA Annual Conference attendee (check all that apply):

2024 Nashville

2023 Long Beach

2022 San Antonio

2021 Virtual

2019 Orlando

2018 Indianapolis

2017 Phoenix

2016 Atlanta

2015 Houston

2014 Long Beach

2013 Tampa

2012 Nashville

2011 Portland

2010 Orlando

2009 Dallas

2008 Anaheim

2007 Boston

2006 Las Vegas

2005 Milwaukee

2004 Fort Lauderdale

1. Applicant should have attended at least one of the past two PRIMA Annual Conferences. If not, please explain why.

1. What has been your experience within PRIMA—PRIMA committee participation, chapter membership, chapter leadership or other PRIMA leadership roles?

1. Please list any other boards on which you currently serve, or have served on in the past (community organization, religious organization, etc.)

1. Educational background

1. Please list any other risk management-related or relevant activities (may include past accomplishments, new programs, awards):

1. Please list any other professional affiliations:

1. Have you ever been investigated or convicted of an ethical or criminal violation?   
   Please explain.

III. Entity information:

1. Number of employees employed by your entity (full-time equivalent):
2. Number of employees responsible for risk management programs reporting to you:

Full-time clerical:       Full-time professional:

Part-time clerical:       Part-time professional:

1. Total operating budget you for which you are responsible:
2. Population or full-time student equivalent of your entity:
3. Please check each area for which you are responsible, and elaborate below:

Workers’ compensation

Insurance procurement management

Claims administration

Owner-controlled insurance program

Emergency management

Pool governance

Enterprise risk

Risk control

Employee benefits/HR

Training

Other, please list:

Please attach a copy of your resume for review by the Leadership Development Committee.

IV. Supplemental information: Please type on separate sheets and attach.

1. What do you enjoy most about risk management, and what are your long-term career goals in this area?

1. Why do you want to serve on the PRIMA Board of Directors?

1. What unique qualities, experiences, or contributions make you the ideal candidate for PRIMA's Board of Directors?

1. What do you believe are the three biggest issues facing public risk managers today?

1. What do you believe are the three biggest issues facing PRIMA today?

1. Please add any other information that would be useful to the Leadership Development Committee, including an explanation of how you will help PRIMA develop and achieve its mission to be the leader in facilitating progressive public risk management education.

**NOTE: Use additional sheets if necessary.**

V. Entity Endorsement

Participation in PRIMA’s governance at the national level provides a unique opportunity for an individual to make a significant contribution in the field of public sector risk management, a contribution that will:

* + Enhance the well-being of public employees through the promotion of, and through education concerning, effective workplace health and safety programs.
  + Enhance the well-being of residents through the promotion of, and through education concerning, effective public liability loss prevention programs.
  + Enhance the financial well-being of public entities as entities learn the most cost-effective ways to manage risk, and through the significant dollar savings that accrue from effective risk control programs.
  + Enhance the financial well-being of your own public entity as you are exposed to the newest and most innovative risk management issues and developments through your involvement in public risk management at the national level.

Participation in PRIMA’s governance at the national level also carries with it certain time commitments, commitments of your personal time and commitments of time away from your office. It is for the later reason that PRIMA requires you secure the support of your entity for this important position.

You must have an endorsement of participation from your employing entity. It is up to you to determine the level in your organization required for a commitment such as this (supervisor, department director, etc.) However, this individual must have the authority to agree to your commitment to serve on the Board.

The following information should be helpful:

* Directors each serve one three-year term (subject to additional commitment if director successfully seeks the position of president-elect).

* Board meetings are usually held as follows:

|  |  |
| --- | --- |
| Late February – 2 days | June - 5 days (includes Annual Conference) |
| Late September – 3 days | Early December – 1 day |

* Board assignments are conducted at various times and can generally be completed from your place of employment.
* Board members may also be asked to visit chapters (at PRIMA’s expense).
* Travel expenses will be covered as stated in the PRIMA Travel Policy.

I have read this application regarding (**please fill in name)** desire to serve on PRIMA’s Board of Directors. Additionally, I understand the applicant’s obligations should he/she be elected to office and our entity is supportive of this involvement. To the best of my knowledge, the information presented herein is correct.

(Print) Supervisor’s, Department Director’s, or other authorized person’s name

Signature Date

I have read this application regarding service on PRIMA’s Board of Directors. I understand the obligations should I be elected to office and my entity is supportive of this involvement. To the best of my knowledge, the information presented herein is correct. Should I be chosen for an interview, I am available to travel to Alexandria, VA, on March 2-3, 2025, for an in-person interview (paid for by PRIMA).

Print Applicant’s Name

Applicant’s Signature Date

Please return this application and all supplemental documents by **January 17, 2025,** to Jennifer Ackerman at [jackerman@primacentral.org](mailto:jackerman@primacentral.org).

**Public Risk Management Association Code of Ethics**

Membership in PRIMA commits designated representatives of member entities, hereinafter referred to as members, to adhere to the PRIMA Code of Ethics and to the procedures used to implement compliance.

The Code of Ethics is a standard of professional conduct as it applies to member work-related activities.

**PERSONAL INTEGRITY:**

• PRIMA members shall adhere to the highest standards in all aspects of their profession, inspiring public confidence and trust in public service.

• Members shall maintain truthfulness and honesty without compromise for advancement, honor or personal gain.

• Members shall perform duties in a diligent manner and in accordance with applicable laws, regulations and technical standards, complying with both their specifics and intent.

• Members shall monitor personal functioning and effectiveness and will not participate in any activity which may lead to a conflict of interest or its appearance, e.g. misuse of public resources, improper outside employment, acceptance of gifts or nepotism, or create a hostile work environment.

• Members shall function within the boundaries of individual professional competence and accept responsibility for their own errors. Members shall ensure that others receive credit for their work contributions.

• Members shall establish and maintain respectful and professional relationships with superiors, subordinates, colleagues and the public.

**SERVE THE PUBLIC INTEREST:**

• Members shall delineate and promote the function of effective risk management practices in meeting the needs of those served, encouraging communication between the citizens and government officers, emphasizing friendly and courteous service to the public and seeking to improve the quality and image of public service.

• Members shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the entity.

• Members shall disclose to appropriate authorities conditions that may be potentially disruptive or damaging to the entity’s mission including waste, fraud, abuse, and corruption.

**COMPETENCE AND PROFESSIONAL EXCELLENCE:**

• Members shall strive through personal initiative to maintain professional competence and keep abreast of professional information, emerging issues, trends and innovations.

• Members shall contribute to the development of the profession through sharing of skills, ideas, and participating in networking to promote and enhance competence of the profession.

• Members shall promote and support active participation in professional, educational activities and associations.

**MAINTENANCE OF STANDARDS:**

• Members shall exhibit ethical behavior at all times. When there is reasonable suspicion as to the ethical behavior of colleagues, the member shall take appropriate steps to seek resolution. The following steps may serve as a guide:

• Member should consult with a professional colleague to confidentially discuss the nature of the complaint to ascertain if the fellow member views the situation as an ethical infraction.

• When feasible, the member should directly approach the colleague whose behavior is in question to discuss the complaint and seek resolution.

• If the matter still remains unresolved, referral for review and appropriate action should be made to the PRIMA Board of Directors.