Mutual Manager: For MFS Mutual

Some of Duties and Responsibility:

1. Put together all Board of Directors Meetings every Quarter in order to help the Board to understand the company’s situation as of the time of the meeting and the yellow book results.

2. Plan the long term and short-term direction of the Company with the Board of Directors help.

3. Make the annual Budget for the company

4. Make the companies budget and adjust the budget as the year progresses.

5. Suggest all rate changes to the Board and make the filing with the state.

6. Revise and update the Underwriting Rules and Procedures, changes as need and file with state for approval.

7. Manage all company personnel.

8. Manage all Claims, Processing, and Claims Payments

9. Make sure all reports to the state are accurate and file on time.

10. Handle all day-to-day operations.

11. Manage and motivate all agents, along with finding new agents to help the company grow.

12. Make sure all poor agents are removed, in order to protect the companies loss ratio and expenses

13. The removal of poor insureds as to protect the mutual and its members.

14. Negotiate new reinsurance contracts for the Mutual.

15. Manage the company surplus and investments.

16. Manage, HR Dept. and activities that are needed.

17. Set up company procedures and keep them up dated.

18. Negotiate, Benefits packages for the company and its employees.

19. Manage and maintain the building and grounds.

20. Manage all lines of Insurance on the Building, D&O and other lines to protect the company from excess risk.

These are some of the items that a manager must do in order to Manage the Mutual.

If any candidate has any question about this position call Bill Miles at 800-752-0966 or e-mail him at [bill.miles@mfsiowa.com](mailto:bill.miles@mfsiowa.com)