



TORONTO INSURANCE CONFERENCE

OPPORTUNITIES TO GET INVOLVED

Your membership in the Toronto Insurance Conference offers many opportunities to get involved and connected to the people, issues and the association. Each member firm is encouraged to consider nominating a candidate or candidates for representation to either the Executive Committee (board of directors) or the various committees that work to ensure the value and benefit of your membership.

Representation on the Executive Committee:

The Executive Committee of the TIC acts as a board of directors and is responsible for managing the affairs of the association. According to the By-Laws of the Conference, the "Executive Committee of Management consists of the President, the Immediate Past President, the Vice-President and not less than two Members at large."

Each Member firm is entitled to nominate an appropriate and willing candidate (see job description below) to sit on the 2004 Executive Committee. Nominations will be accepted until February 25, 2004 at 5:00 p.m. for consideration by TIC's Nominations Committee.

General Board Member Job Description:

- Regularly attends board meetings and important related meetings (with few exceptions).
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Gets to know other board members and builds collegial working relationships that contribute to consensus.
- Is an active participant in the board's annual evaluation and planning efforts.
- Participates in sponsorship raising for the organization.
- Makes serious commitment to participate actively as a Committee Chair – as such:
 - Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
 - Reports to the full Board on committee's decisions/recommendations.
 - Works closely with the Executive Director.
 - Forms a committee if required (presenting committee members to board).
 - Assigns work to committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- Disseminates TIC information, news and relevant issues to company employees.
- Promotes the TIC and its activities and issues to their firm and fellow colleagues.

If you would like to nominate someone to the Executive Committee, please contact one of the following:

Shardie Stevenson President, TIC P: 416-349-6664 E: Shardie.d.stevenson@marsh.com	Robert (Bob) Jones Vice-President, TIC P: 416-259-4625 x228 E: rjones@jdfprolink.com	Margaret Parent Executive Director, TIC P: 416-410-4842 (4TIC) E: info@ticonf.com
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Representation on a Standing Committee:

Each member firm is entitled and encouraged to nominate appropriate and willing candidates to sit on TIC Standing Committees as outlined below.

Committee Member Job Description:

- Regularly attends/participates in committee meetings and important related meetings (with few exceptions).
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Gets to know other committee members and builds collegial working relationships that contribute to consensus.
- Is an active participant in the committee's planning efforts and program evaluation.
- Participates in sponsorship raising for the program/organization.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Promotes the TIC and its activities and issues to their firm and fellow colleagues.

<p>Advocacy (Chaired by Past President)</p> <ul style="list-style-type: none"> • Advocate member interests within IBAO, IBAC • Act as government Liaison • Report to board and members <p>Compliance & Information Technology</p> <ul style="list-style-type: none"> • Keep TIC members informed on compliance issues i.e. RIBO, CCR, CSIO, Privacy Acts, FINTRAC, (FSCO as applicable) • BIPPER • Website – www.ticonf.com • Where possible, advocate member interests therein • Report to board and members <p>Education/Seminar</p> <ul style="list-style-type: none"> • Keep members informed of developments in IBAC/IBAO education (CAIB, CAIP, Best Practices Companion) • Liaise with insurance chairs at educational institutions i.e. Laurier, George Brown • Supply themes and speakers for two seminars to Events Chair • Report to board and members 	<p>Events (Chaired by Vice President) Plus Sub-committee: Golf Tournament</p> <ul style="list-style-type: none"> • Provide leadership in planning, developing, and implementing new events to meet member needs and increase member involvement • Support ED as primary board contact for event planning and management including budgeting • Report to board and members <p>Finance, Planning & Governance (Chaired by Secretary Treasurer)</p> <ul style="list-style-type: none"> • Spearhead strategic plan, annual business plan and budget • Monitor above against Actual • Report to board and members <p>Membership</p> <ul style="list-style-type: none"> • Maintain and increase membership • Develop Member surveys • Report to board and members <p>Public Relations</p> <ul style="list-style-type: none"> • Increase Insurer awareness of TIC and its members • Wholesaler survey • Report to board and members
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If you would like to nominate someone to a Standing Committee, please contact:

Margaret Parent, Executive Director, TIC at: P: 416-410-4842 (4TIC) or E: info@ticonf.com