



# **IBAWR NEW BOARD MEMBER**

## **Welcome Package**

### **WHO WE ARE**

The Insurance Brokers Association of Waterloo Region was established in 1931 and still exists today to be the advocate for the independent Insurance Broker, driving collaboration between members, consumers and other stakeholders resulting in innovative solutions for the betterment of the industry.



# IBAWR New Board Member

## Welcome Package

Welcome! We are so pleased to have you as a new member of our IBAWR Board of Directors. Here is some information that we hope is helpful as you get familiar with the IBAWR.

### What is the IBAWR?

The Insurance Brokers Association of Waterloo Region (IBAWR) is the local Waterloo Region affiliate of the Insurance Brokers Association of Ontario (IBAO). IBAWR is a not for profit professional business association for independent insurance brokers representing the province of Ontario and, more specifically, the Waterloo Region.

The IBAWR supports the IBAO in their mission: to be the advocate for the independent Insurance Broker, driving collaboration between members, consumers and other stakeholders resulting in innovative solutions for the betterment of the industry.

### What are the Members of the IBAWR Board of Directors responsible for?

The IBAWR Board of Directors is made up Executive Officers, Directors and Members at Large. Each member of the board plays a role critical to the success of the association. The basic scope of the roles on this board are defined below.

#### Executive Officers

##### President (2 Year Term)

##### Past President (2 Year Term)

- Has signing authority
- Acts as Chair at Board meetings
- Sets meeting agenda(s) and provides agenda(s) to the Executive Secretary for distribution to all Board members
- Represents the IBAWR at provincial and/or national events hosted by IBAO and/or the Insurance Brokers Association of Canada (IBAC)

- Has signing authority
- Acts as back-up for the President as needed
- Supports the President and IBAWR Initiatives
- Provides Historic Information and Insight

##### Vice President (2 Year Term)

##### Secretary (2 Year Term)

- Has signing authority
- Acts as back-up for the President as needed
- Supports the President and IBAWR initiatives

- Captures and publishes meeting minutes for Board meetings and Members' meetings
- Presents past meetings' minutes to Members



## Board of Directors

### Executive Secretary (Paid Position)

- Manages the IBAWR finances including budgeting, reporting, accounts payables, and accounts receivables
- Distributes meeting agenda(s) and any other relevant documentation, including financial statements and prior meeting minutes, to all Board members in advance of Board of Directors meetings
- Announces upcoming event details to IBAWR membership  
*Note: event information is shared by House & Programs*
- Facilitates attendant registration in advance of IBAWR events
- Acts as liaison with House & Programs as well as the applicable venue in order to facilitate IBAWR events
- Arranges all aspects of IBAWR Golf Tournament including (but not limited to): advertisement, venue set-up, catering, prizes, decorations, 50/50 draws, prizes when applicable
- Arranges sponsorships for and/or sponsor attendance at the Golf Tournament

### House and Program Director

(2 Year Term)

- Arranges speakers, and/or entertainment for Member Events including preparing an introductory bio to share with the membership  
*Note: event information is shared with the Executive Secretary for announcement of event to membership*
- Arranges all aspects of monthly and special events put on by the IBAWR, including (but not limited to): advertisement, venue set-up, catering, prizes, decorations, 50/50 draws, prizes when applicable
- Arranges sponsorships for and/or sponsor attendance at IBAWR events

*\*Not required to facilitate any of the above, for the Golf Tournament*

### Membership & Membership Development Director

(2 Year Term)

- Encourage new membership and member participation at IBAWR events
- Announce and recognize new members in attendance at IBAWR events

### Social Media & Public Relations Director

(2 Year Term)

- Manage IBAWR social media page(s) and website to ensure they contain current, engaging, and relevant information, including upcoming events and photos from past events

### Sergeant at Arms

(2 Year Term)

- Facilitate attendant registration at IBAWR events

### Education Director

(2 Year Term)

- Update the Board of Directors and IBAWR Members on education enrollment for territory 7

### Political Action Liaison

(2 Year Term)

- Engage with local politicians concerning matters of insurance

### Member At Large

- Actively participate as needed at events and when needed to fill in for other members

All Board members are expected to consistently attend Board of Directors and Members' meetings and to actively participate in discussions, initiatives, and action items. All Board members should act as representatives for the IBAWR and be involved in the overall promotion of the IBAWR.



**How often are does the IBAWR Board of Directors meet?**

The IBAWR Board of Directors typically meets on the first Thursday of every month, except in January, when we meet on the second Thursday. We do not meet in June, July or August.

As a Board of Directors member, your attendance at the monthly Board of Directors meetings will be expected unless you advise otherwise.

**What events does the IBAWR typically host each year?**

<p><b>January</b></p> <ul style="list-style-type: none"> <li>• Board of Directors Meeting (4pm)</li> <li>• Members Meeting (5:45pm)</li> <li>• Dinner Event (6pm)</li> </ul>	<p><b>February</b></p> <ul style="list-style-type: none"> <li>• Board of Directors Meeting (4pm)</li> <li>• Members Meeting (5:45pm)</li> <li>• Dinner Event (6pm)</li> </ul>	<p><b>March</b></p> <ul style="list-style-type: none"> <li>• Board of Directors Meeting (4pm)</li> <li>• Members Meeting (5:45pm)</li> <li>• Dinner Event (6pm)</li> </ul>	<p><b>April</b></p> <ul style="list-style-type: none"> <li>• Board of Directors Meeting (4pm)</li> <li>• Members Meeting (5:45pm)</li> <li>• Dinner Event (6pm)</li> </ul>
<p><b>May</b></p> <ul style="list-style-type: none"> <li>• Hospitality Night (5pm)</li> </ul>	<p><b>June</b></p> <p>No Event</p>	<p><b>July</b></p> <p>No Event</p>	<p><b>August</b></p> <p>No Event</p>
<p><b>September</b></p> <ul style="list-style-type: none"> <li>• Golf Tournament (9am)</li> </ul>	<p><b>October</b></p> <ul style="list-style-type: none"> <li>• Board of Directors Meeting (4pm)</li> <li>• Members Meeting (5:45pm)</li> <li>• Dinner Event (6pm)</li> </ul>	<p><b>November</b></p> <ul style="list-style-type: none"> <li>• Annual General Meeting (5pm)</li> </ul>	<p><b>December</b></p> <ul style="list-style-type: none"> <li>• Board of Directors Meeting (4pm)</li> <li>• Members Meeting (5:45pm)</li> <li>• Holiday Party (6pm)</li> </ul>

The IBAWR Board of Directors works in cooperation with the IBAO’s Young Broker Territory Director to coordinate, facilitate, and when possible offer funding for Young Brokers Social Events that are scheduled ad hoc throughout the year.



## What would be a typical agenda for IBAWR Board of Directors meeting look like?



### BOARD OF DIRECTORS' MEETING

April 4, 2019 – 4:00 P.M.

#### A G E N D A

1. Minutes of the March 7, 2019 Directors' Meeting
2. Business Arising From Minutes
3. Correspondence
4. Treasurer's Report
5. Committee Reports
  - Young Brokers Council
  - House & Program
  - Education
  - Social Media/Public Relations
  - Membership & Membership Development
  - Political Action Liaison
6. New Business
  - Upcoming available board positions for next year
  - Progress and status update for Hospitality / Meet the Underwriter Night – how many vendors and broker attendees have confirmed? Is food and costing finalized?
7. Adjourn

### **Connect with the IBAWR to stay up-to-date!**

Stay in touch with the IBAWR through:

- Our website: <http://ibawr.ca/>
- Our Facebook page: <https://www.facebook.com/IBAWR/>
- Our Twitter account: <https://twitter.com/IBAWaterloo>

