



**Association of Professional Geoscientists of Ontario
Insurance Advisory Committee
Terms of Reference**

Mandate

- The Insurance Advisory Committee is a Standing Committee of Council of the APGO and is mandated to oversee professional liability insurance, other insurance plans and other insurance-related services, either as required under legislation, or as offered in the form of member services

Functions and Responsibilities

- Review and assess professional liability group policies (primary and secondary) and recommend any changes thereto
- Review and recommend insurance options as part of employee benefits packages, if offered
- Review and recommend appropriate opportunities for insurance arrangements that could be appropriately offered to members, such as household and vehicle insurance plans, medical/dental/health insurance plans and other insurance-related services
- Address other insurance related matters as may arise from time to time

Outcomes and Deliverables

- Periodic reporting to APGO Council on findings and progress of the Committee
- Provision of an annual formal report to the Council by February 28 following the December 31 year end
- Recommendations to Council of potential insurance requirements and/or changes to existing adjustments for APGO Council, the Association and other appropriate insurance programs

Operational Considerations

- Meetings of the Insurance Advisory annually or more frequently as required
- Minutes of meetings should be prepared and delivered to the Executive Director and Registrar of the APGO and to Committee members within 30 days of said meeting being held.

Status and Authority

- The Insurance Advisory Committee is a Standing Committee of the APGO as noted in By-Law No. 7, Standing Committees of Council
- The Committee reports to Council through its chair
- The Insurance Advisory Committee shall operate within the terms of the Act, and its By-Laws
- Recommendations and decisions of the Committee will be by consensus
- The Committee's term is open ended

Composition/Organization

- The Insurance Advisory Committee shall be comprised of but not limited to:
 - o one Councilor who is a member of the Finance Committee
 - o 2 members who are not members of Council
 - o the Executive Director (sitting as ex-officio)
- The Chair is to be selected by Council
- Appointments to committee shall be for a term of two years, unless otherwise specified by Council
- The term of the members of the committee will generally begin in June of the year appointed, coincident with the Annual General Meeting of the APGO. In the event that replacements or additions to the committee are made after the AGM, the term expiry should be set to coincide with the next closest 2 year June date, i.e., if appointed in February 2009, set term to June 2011, if appointed in Nov 2008, set term to June 2010
- A majority of the committee members constitute a quorum

Review

- The Terms of Reference of the Insurance Advisory Committee will be reviewed at least once every three years

References

- Professional Geoscientists Act 2000
- APGO By-Law No. 7