



**FACILITY**  
Association

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**TO: MEMBERS OF THE FACILITY ASSOCIATION**

**ATTENTION: CHIEF EXECUTIVE OFFICER**

**BULLETIN NO.: F16 -094**

**DATE: DECEMBER 20, 2016**

**SUBJECT: CANDIDATES WANTED FOR THE FACILITY ASSOCIATION BOARD  
OF DIRECTORS**

The Governance and Human Resources Committee of the Facility Association Board of Directors is seeking expressions of interest from qualified candidates for potential nomination to the Facility Association Board. Nominees will stand for election at the 2017 Annual General Meeting (AGM) currently scheduled for February 24, 2017. To be eligible, candidates must be a senior official of a member insurer or qualify as an Independent Director (please see the eligibility requirements for Independent Directors below).

Individuals interested in becoming a Director at Facility Association are asked to complete the attached skills and experience inventory. The inventory is provided as a fillable pdf and should be sent directly, along with a brief resume, to the attention of Facility Association President and CEO David J. Simpson at [dsimpson@facilityassociation.com](mailto:dsimpson@facilityassociation.com) prior to January 6<sup>th</sup>, 2017

Potential candidates should be aware that all incumbent Directors whose terms will expire at the February AGM have expressed an interest in continuing to serve on the Facility Association Board. The resumes of candidates not elected at the AGM will be kept on file for consideration in filling any vacancies that might arise during the next term.

The Governance and Human Resources Committee is especially interested in receiving expressions of interest from candidates with backgrounds in:

1. Audit (especially as related to Property & Casualty insurance)
2. Automobile Insurance Claims
3. Enterprise Risk Management
4. Human Resources
5. Information Technology
6. Legal and Regulatory Compliance

*Cont'd....*

An overview of the roles and responsibilities of Facility Association Directors can be found in the Plan of Operation on our website at <http://www.facilityassociation.com/planoperation.asp>. Successful candidates must be willing and able to commit the necessary time and effort required of Facility Association Directors. Specifically, Directors are expected to attend approximately five Board meetings per year as well as to possibly join and attend meetings of Committees of the Board.

Please send any questions regarding the role and responsibilities of a Facility Association Director to [dsimpson@facilityassociation.com](mailto:dsimpson@facilityassociation.com).

Eligibility Requirements for Independent Directors:

To be eligible to be elected or appointed as an Independent Director a person must not currently or during a period of at least the immediately preceding five years have been employed in the insurance industry, had, or have been employed by an entity having, a business relationship with the Association, nor been involved in the regulation of the insurance industry, be, or have been in the immediately preceding year, a member of the Senate, Parliament or a provincial or territorial legislative assembly, a significant voting or participating shareholder in an insurance company licensed as an automobile insurer, or be the spouse or common law partner of any of the persons referred to above and must be knowledgeable of the duties and obligations of the office of corporate director.

David J. Simpson, M.B.A., FCIP, C. Dir.  
President & CEO

Attach: Experience and Knowledge Inventory

# Facility Association Board of Directors - Experience and Knowledge – Candidate

Candidate Name: \_\_\_\_\_

Professional Qualifications, designations,  
and degrees held: \_\_\_\_\_

Experience / Skills	# yrs experience	Level of Knowledge (mark with “X” as applies to you – select no more than 1 per row)			Notes (if needed)
		none/little	good understanding; comfortable applying	in depth understanding; considered “expert”	
Accounting					
Actuarial					
Audit					
Auto Underwriting					
Business Development					
Claims					
Communications					
Data Analytics					
ERM					
Finance					
Governance					
Human Resources					
Information Technology					
Legal & Regulatory Compliance					
Marketing					
Operations					
Sales					
Strategic Planning/Leadership					
Other (please specify)					

Nature of Companies employed with	Enter information for all rows that apply to you			Notes (if needed)
	currently employed with	previously employed within 5 yrs	previously employed over 5 yrs ago	
Servicing Carrier				
Member Company				
Non-standard auto writer, broker channel				
Non-standard auto writer, direct channel				
Standard auto writer, broker channel				
Standard auto writer, direct channel				
Audit/Accounting related professional services				
Independent Broker				
Other (please specify)				

Contact information:	
Phone	
Email	