

Insurance Sub-Committee

Terms of Reference

Approved CMA Board of Directors November 9, 2023

The **Insurance Sub-Committee** is tasked with reviewing the operations of the CMA Insurance Program (including the CMA package, collections & fine arts insurance, directors & officers liability insurance, personal lines and pooled employee group benefits), and recommending changes to management to increase the value and utility of the program to the CMA and its members.

The committee is expected to meet virtually two to three times per year, driven likely by the insurance renewal cycle with the term completed by December 31, 2025.

Service on the committee is non-remunerative, and no travel is anticipated, but any travel or other expenditure would be reimbursed in accordance with CMA policies.

The operating language of the committee will be English.

The Committee is expected to review and discuss information and proposals from its insurance providers, and support management in directing the various dimensions of the CMA Insurance program.

The Insurance Sub-Committee shall:

- Review these Terms of Reference;
- Review insurance programs, considering and ensuring the ongoing; relevance, sustainability and value for disparate members in their program;
- Suggest ways in which the program can be improved;
- Receive and review recommendations from staff or from Insurers on potential improvements to the CMA Insurance Program;
- Keep the deliberations of the Insurance Sub-Committee confidential; and, and,
- Maintain minutes of all meetings and provide a written report to the CMA Board of Directors when needed.

The Insurance Sub-Committee will be comprised of:

- One (1) member of the current CMA Board of Directors to act as Committee Chair;
- Between three (3) and five (5) CMA members with knowledge and experience with the CMA Insurance Program.
- The current Executive Director is invited as an ex-officio committee member.

Staff Support

- Ken Blonski, Director of Finance & Administration, will act as staff support for the committee.
- The CMA will provide administrative support to the committee, including scheduling, agenda development and minute taking as required.