



## **Alberta Voluntary Sector Insurance Council (AVSIC)** Terms of Reference

The members of the Alberta Voluntary Sector Insurance Council have come together to achieve mutually beneficial outcomes. Members have agreed to operate in a climate of trust, with a shared interest in the common good. The need for confidentiality will be respected and honoured.

### Purpose:

To provide a mechanism for the voluntary sector, the insurance industry and the Government of Alberta to address insurance-related issues affecting the broad voluntary sector. In this context, the term “voluntary sector” will refer to those groups and organizations whose work is not-for-profit and governed by a board of volunteers. It does not include quasi-non-governmental groups (quangos) such as hospitals, and universities.

### Roles:

- identify and address emerging issues
- play a leadership role in building and enhancing relationships among non-profit groups, insurance companies, insurance brokers and government
- share and disseminate information among the insurance industry, the voluntary sector, government and respective groups and stakeholders
- link to related provincial and national groups and forums
- facilitate and direct research and data collection
- develop recommendations on improving affordability, accessibility, stability and public policy
- facilitate educational opportunities amongst stakeholders

### Structure:

The Council will typically meet four times per year.

Working Groups will be formed as needed to address the work of the Council

Members are expected to attend meetings regularly and may also be asked to participate in a Working Group.

Guests and resource people may be invited to participate from time to time, with the approval of the Co-Chairs

### Participants:

The Council is comprised of up to 21 members, including representatives from the three sectors: the nonprofit/voluntary sector, government, and the insurance industry, as well as members at large.

Voluntary/Nonprofit Sector (up to 7) -

- Edmonton Chamber of Voluntary Organizations (ECVO)
- Calgary Chamber of Voluntary Organizations (CCVO)
- Volunteer Alberta
- Up to four representatives of voluntary/nonprofit organizations, recommended by the sector

#### Government (up to 5) -

- Superintendent of Insurance Office
- Representatives from Children's Services, Municipal Affairs, Finance
- Other departments as required

#### Insurance Industry (up to 7) -

- Insurance Bureau of Canada (IBC)
- Insurance Brokers Association of Alberta (IBAA)
- Up to 5 representatives of insurance companies and brokers

#### Members at Large (2)

- Individuals with relevant experience and knowledge
- Recommended by the co-chairs, endorsed by the Council

#### Term of Office

- Two years, to be re-evaluated at end of the two years
- Individuals representing participant organizations will be consistent for the duration of the term.
- Co-chairs are to be informed of any substitutions

#### Executive

- There will two Co-Chairs, one from the Voluntary/Nonprofit Sector and one from the Insurance industry
- The Co-chairs will be selected from the Council membership, by the Council, and appointments will be revisited on an annual basis

#### Funding

- Funding requests will be considered as needs arise
- Members will contribute resources as available, such as meeting space, refreshments, clerical support

#### Communication protocol

- Minutes will be sent to the Co-Chairs for review prior to distribution to council members
- Prompt responses to requests for availability will be provided
- The Co-Chairs will be the designated spokespersons for the Council, or should neither Co-Chair be available, a designate will be appointed, based upon the issue in question.

Last update: May 1, 2007