CBN Authorised Broker Forums

Date: Sept 2019

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# Welcome

Welcome to the CBN Authorised Broker Forums.

Your experience, knowledge and involvement ensure CBN remains a leader in Insurance Broking. We believe involving our network in these forums helps us deliver world class services, support, technology and experiences to you and your staff.

# Purpose

The Community Broker Network Authorised Broker Forum (originally the AB Council) is an opportunity for the AB network to discuss, debate and communicate issues and objectives regarding the general insurance industry and CBN.

# Objective

To provide a forum for our network to discuss issues of mutual interest between the AB Network and CBN.

# Forums

## Representation

We have 2 Forums to ensure we are actively listening to our network, by encouraging diversity of thought, and engagement in the following areas:

**YABI – Young Authorised Broker Innovation**

An innovation forum for brokers under the age of 40 who are passionate to discover, learn and teach the evolving role technology is playing and will play on the Insurance Industry in the future.

**CARE– Communities Advocating Relationships and Engagement**

A community focused forum where anyone can join to highlight and support the importance of being part of a community. Brokers need to be passionate about their community and how their involvement can bring change.

It is preferable for each Forum to be comprised of up to ten council members, with each state/region being represented by 2 people.

* 2 NSW/ACT
* 2 SA/NT
* 2 TAS/VIC
* 2 QLD
* 2 WA

The Forum members will represent the concerns, ideas and issues of the wider CBN AB Network in each State and Territory.

Each forum will be represented by the CBN State Manager and other CBN members as required.

## Advocacy

Council members are to be knowledgeable regarding the industry and their role as an Authorised Broker. It is expected that council members will be advocates for CBN’s purpose, strategies and initiatives. Also, members are expected to represent the ideas and concerns of CBN and its Network and foster network development through building strong communication links.

## Nomination and appointments

### Nominating Process

Any Authorised Broker can nominate to be on a forum, by completing an application form.

To be eligible for nomination or appointment to the National AB Forum the individual should preferably meet the following criteria:

1. Be an equity partner / and or principal in the business they represent; or
2. Be nominated by an equity partner / and or principal in the business they represent.
3. Have strong industry knowledge, credibility and experience.
4. Be an advocate and how a willingness to participate in the best interests of the AB Council and CBN as a whole.
5. Have a desire to develop networks within the industry and/or company and/or field of expertise which they represent
6. A commitment to the wider CBN AB Network and its ongoing development and improvement.

### Election of Members

All nominations received will be reviewed in accordance of the above criteria by CBN Management and then put forward for election.

Voting will be undertaken at a state level, and successful candidates will receive the maximum number of votes by their state peers.

### Contribution of a Committee Member

Members of the Forums will:

* act as a conduit for information exchange between the Forum and the AB’s within their State or Territory; and
* collaborate with other members in their state/region prior to the meetings
* be the voice of the ABs in their state/region at Forum meetings and revert back to their states with relevant decisions and information.

### Tenure of a Committee Member

General Forum members may serve for a 24-month term, with the opportunity to renew their tenure at the conclusion of this term.

### Resignations

A person is deemed to have resigned from the AB Forum, immediately and without the required notice, if that person:

* is prohibited by law from continuing to be a director of a company
* Becomes bankrupt
* is convicted of an indictable offence
* is determined by the Forum to have breached the Industry Code of Ethics and Standards of Professional Conduct
* Ceases to be an Authorised Broker of CBN.

Any member of the AB Forum may resign at any time by providing notice in writing to the Chair with a copy to go to the CBN State Manager. Any resignation should be advised with a minimum one (1) months’ notice, unless exceptional circumstances prevail.

### Appointments of Vacancies left by Resignation:

Any vacancy on any forum requiring to be filled will be required to follow the current nomination process.

## Election of Officers

### Role of the Chair

The AB Forum executive position of Chair will always be filled by an AB Forum member.

The AB Forum will nominate a member from each forum to fulfil the position of Chair. The Chair will be filled by majority vote of the forum members.

Upon taking the role as Chair, the member will be responsible for:

* Acting as the facilitator for all Forum meetings;
* Work closely with their CBN State Manager to communicate any issues or ideas;
* Record accurately any actions and discussions arising from their meetings;
* Escalate and assist with resolution where possible any issues or concerns of the Forum to their State Manager in the first instance;
* Chair each meeting efficiently and ensure all Members participate to provide diversity of thought and ideas along with decision making requirements;
* Reach out to others outside of the Forum group to understand more broadly their issues, ideas and concerns.

### Tenure of the Chair

The position of the Chair has 12 months tenure, with the opportunity to renew the tenure at the conclusion of this term.

Forum members should ideally serve a minimum of twelve (12) months on a forum before being elected to the role of Chair.

## Meetings

### Schedule

It is expected that each AB Forum will meet formally not less than three (3) times via video conference. It is also expected the two forums will meet once (1) in a face to face setting per calendar year or as agreed by the AB Forum members.

The time and duration of meetings may vary at the discretion of the Chair.

It is expected that all Forum members and chairs attend the CBN Annual Conference.

A quorum will be considered if more than 10 members are present at the meetings. Any meeting where decisions need to be voted on will need to meet quorum numbers.

### Agenda

Each meeting Agenda will be set by the Chair, with input from CBN representatives.

AB Forum members will be invited to submit agenda items at least 14 calendar days prior to the meeting.

Although agenda items may vary from meeting to meeting, each meeting will include in its core agenda:

* Welcome, apologies and acceptance of minutes of previous meeting
* Confidentiality and conflict of interest declaration
* Business arising from minutes of previous meeting
* Correspondence
* Provision of CBN information
* Review of actions related to the achievement of AB Forum objectives.
* General Business.
* Date of next meeting
* Close meeting

# Administrative procedures

### Reimbursement of expenses

CBN will cover any reasonable travel and accommodation costs you may incur attending an AB Council meeting in accordance with the CBN Travel Policy. Additional expenses must be approved by CBN in advance.

**Reimbursement Procedure**

Expenses will be reimbursed by submitting receipts and tax invoice for payment with defined GST, net and gross totals. Invoice numbers and dates are to be included at all times.

### Glossary of Terms

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| Term | Definition |
| AB | Authorised Broker of the General Insurance Industry |
| AB Network | The network of Authorised Brokers of CBN. |
| AB Forum | The Forum established by CBN in accordance with this Charter |
| YABI | Refers to the Young Authorised Broker Innovators |
| CARE  | Refers to Communities Advocating Relationships and Engagement |