



COMMUNITY
BROKER
NETWORK

CBN Council

Date: Nov. 2019



Purpose

The Community Broker Network Council is a formally constituted group that will meet quarterly. The purpose of the council is to inform, advise and collaborate with CBN leadership in realising the networks ambitions and plans, providing an additional channel for network members to raise concerns and opportunities for discussion with CBN Executive.

Process

The council will be chaired by the CEO of CBN and administered by the GM Distribution. The council is comprised of representatives from across the country as follows:

- 2 x NSW / ACT
- 2 x QLD
- 2 x SA / NT
- 2 x TAS / VIC
- 2 x WA

Role of Council Representatives

Council representatives are to be knowledgeable regarding the industry and their role as an Authorised Broker. In this role, they will be expected to:

- Connect with other members in their state / region prior to the meetings to understand any issues or concerns
- Contribute to discussions at meetings that are important for the development and success of the CBN business and network
- Advocate for CBN's purpose, strategies and initiatives within their region
- Revert back to their states with relevant decisions and information

Nomination and Appointments

NOMINATING PROCESS

Any Authorised Broker can nominate to be on the council by completing the application form.

To be eligible for nomination or appointment to the CBN Council the individual should meet the following criteria:

1. Be an equity partner / and or principal in the business they represent.
2. Have strong industry knowledge, credibility and experience.
3. Be an advocate and show a willingness to participate in the best interests of the AB Council and CBN as a whole.
4. Have a desire to develop networks within the industry and/or company and/or field of expertise which they represent.
5. 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 with 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.

TENURE OF A COMMITTEE MEMBER

Council 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 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.

Meetings

SCHEDULE

The council will meet quarterly, twice by electronic medium, and twice face to face (including at conference).

AGENDA

Council members will be invited to submit agenda items at least 14 calendar days prior to the meeting. Each meeting Agenda will be set by the Chair, with input from CBN representatives.

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 Council 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

Term	Definition
AB	Authorised Broker of the General Insurance Industry
AB Network	The network of Authorised Brokers of CBN.
CBN Council	The Council established by CBN in accordance with this Charter