



WSIA Committee Work and Volunteer Expectations 2019-2020

The purpose of this document is to provide all current and prospective WSIA committee volunteers with a solid understanding of each committee's focus and workload in 2019-2020 and what they will be expected to do as a volunteer.

All WSIA committee members are expected to:

- Engage in and enjoy the experience of serving the wholesale, specialty and surplus lines industry and representing all WSIA members.
- Perform their committee service in good faith and in accordance with what the Association believes to be in the best interests of all members.
- Refrain from any discussions or activities that do not fully comply with WSIA's Anti-Trust Policy.
- Protect any confidential or proprietary information as outlined in WSIA's Nondisclosure Policy.



Audit and Compliance Committee

Committee Description

The WSIA Audit and Compliance Committee assists the Board in overseeing the Association's long-term financial health. The Committee oversees the periodic financial reporting and the annual audit. In addition, the Committee assists the Association staff in managing the Association assets, including its investments and performance in relation to established policies and targets.

Committee Member Expectations

As an engaged Committee member, each volunteer should:

1. Serve as a member of either the Financial Review or Investments Review Subcommittee.
2. Attend the annual Committee Day event, which will be held May 6-7, 2019 at the Grand Hyatt DFW in Dallas, TX and/or the annual teleconference meeting with WSIA's independent auditors, the results of which are reported by the committee to the WSIA Board of Directors.

Financial Review Subcommittee Expectations

Members of the Financial Review Subcommittee are expected to:

1. Review WSIA's financial statements, bank reconciliation and new vendor listing on a quarterly basis and work with WSIA staff to address any questions or financial reporting issues that may arise.
2. Confirm with WSIA staff that they have completed the review of the quarterly financial statement and related documents.

Investment Review Subcommittee Expectations

Members of the Investment Review Subcommittee are expected to:

1. Review investment reports from WSIA's investment managers and oversee WSIA's adherence to the Investment Policy Statements.
2. Attend at least one of the semi-annual conference calls held with WSIA's investment managers.



Automation Committee

Committee Description

The mission of the Automation Committee is to plan and execute the wholesale insurance market's only annual Automation Conference; inform members about current industry technology issues by researching and developing Tech Tips related to the surplus lines insurance industry; foster development and innovation of technology standards for the industry and members; and work with other industry organizations on technology initiatives impacting the wholesale, specialty and surplus lines insurance industry.

Committee Member Expectations

As an engaged Committee member, each volunteer should:

1. Attend and actively participate in scheduled committee conference calls, currently scheduled for the first Tuesday of each month.
2. Be an active, engaged participant in the development of the annual Automation Conference program, including conference structure, venue input, relevant topic selection, session details, solicitation of speakers and on-site leadership.
3. Attend the annual Automation Conference.
4. Participate in discussions and contribute to Automation Committee efforts to develop relevant articles to distribute to WSIA members and interested constituents as they relate to the annual Automation Conference
5. Attend the annual Committee Day event, which will be held May 6-7, 2019 at the Grand Hyatt DFW in Dallas, TX.
6. Commit to internal advocacy and external outreach to encourage participation in the WSIA Automation Conference.

Committee Leader Expectations

1. Attend and actively participate in the scheduled committee phone calls. Calls are currently scheduled for the second Tuesday of each month. If unable to attend, you must advise your co-lead and WSIA staff in advance of the call or meeting.
2. Participate in the development of conference call or meeting agendas and lead the committee call.
3. Work closely with the WSIA staff and committee co-chairs on the following:
 - a. Achievement of the committee goals
 - b. Promotion committee member involvement



Career Development Committee

Committee Description

The Career Development Committee's mission is to network with WSIA members to create interest, awareness and enthusiasm about careers in the wholesale, specialty and surplus lines industry with bright, enthusiastic college students. The Committee encourages the exchange of educational and industry information and promotes professionalism while encouraging students and professionals to become more involved in the wholesale, specialty and surplus lines community.

Committee Member Expectations

As an engaged Committee member, each volunteer should:

Committee Activities

1. Attend Committee Day (May 6-7, 2019 in Dallas, TX), absent an unavoidable conflict;
2. Participate in periodic committee conference calls; and
3. Provide feedback and recommendations about the content of college presentations (i.e., PowerPoint presentation and case studies) and strategies for outreach (i.e., which colleges to target).

College Outreach Activities

1. All committee members must volunteer as a contact for a minimum of one college/university.
2. Lead committee members will conduct outreach to the faculty member of each program asking for the opportunity to speak to RMI classes or GIS chapters each semester.
3. Each committee member is expected to participate in WSIA student presentations through on-campus visits a minimum of once per year.
4. Participate in the WSIA White Paper contest offered to university students by reviewing papers and contributing to the selection of winning entries.
5. Committee members may also be invited to participate in other WSIA or Foundation events or Gamma Iota Sigma events if the need arises.
6. Lead committee members, or whomever is visiting a college, will notify Chris Timmerman, WSIA Career Development Programs Manager, and share the following information:

Before the visit:

- a. College, date of the visit, number of students expected, address to send internship brochures and scholarship brochures prior to the visit; and

After the visit:

- b. Number of students who attended; sign-in sheet with students' names, email addresses and expected month and year of graduation.



Education Committee

Committee Description

The WSIA Education Committee is committed to providing high quality excess and surplus lines educational offerings that meet the professional development needs of WSIA members and associated industry constituents throughout their careers while also meeting the education curriculum mission.

The committee has five focus areas:

- Education Programs
- Designations and Scholarships
- Education Program Marketing and Advocacy
- Faculty/Panelist Recruiting
- Alternative Delivery

The committee and its subcommittees meet on a periodic basis in accomplishing their respective goals. Each subcommittee has a specific charter and the associated work varies. Committee members must volunteer for a subcommittee and commit to the responsibilities of that subcommittee.

The committee provides input on strategic WSIA education initiatives such as long-range course planning, professional designations, and advocacy of WSIA education. In addition, the committee liaises with the WSIA Emerging Issues and Innovation and Career Development Committees as needed or to facilitate the accomplishment of shared committee goals and objectives.

Committee Member Expectations

As an engaged Committee member, each volunteer should:

7. Attend and actively participate in scheduled committee and subcommittee conference calls, as needed.
8. Attend the annual Committee Day event, which will be held May 6-7, 2019 at the Grand Hyatt DFW in Dallas, TX.
9. Attend at least one education program each year of committee participation.
10. Commit to internal advocacy of WSIA Education and ensure your firm is participating in education offerings annually.
11. Participate in external outreach to encourage participation in WSIA Education programs within the WSIA membership.

Education Program Subcommittee Member Expectations

1. Participate in periodic conference calls.
2. Commit to an average of five hours of committee work a month.
3. Act as the lead for at least one key committee initiative (e.g., developing and teaching a course, organizing the classroom assistants and registration volunteers an education program.
4. Provide new course ideas, material development, course facilitation or instructor referrals for WSIA education..



Designations and Scholarship Subcommittee Member Expectations

1. Review and recommend potential modifications to CIW and CMGA applications and renewals.
2. Participate in semi-annual review of CIW and CMGA applications and renewals.
3. Collaborate with the Education Foundation regarding maintenance of ASLI designation.
4. Act as a sounding board for WSIA education program scholarship applicability and assist in reviewing scholarship applications, where necessary.

Education Program Marketing and Advocacy Subcommittee Member Expectations

1. Provide input regarding marketing initiatives related to WSIA education programs, as needed.
2. Participate in external outreach to WSIA member firms, advocating and informing about WSIA education programs to encourage participation, including gathering feedback as to why members may not leverage education offerings.

Faculty/Panelist Recruiting Subcommittee Member Expectations

1. Review current and historical education program faculty listings and update member firm affiliations and areas of expertise.
2. On an ongoing basis, provide recommendations for potential future faculty members and respective areas of expertise.
3. Act as a sounding board for panelist recommendations at various WSIA education programs.

Alternative Delivery Subcommittee Member Expectations

1. Evaluate potential opportunities provided by alternative learning platforms, such as a learning management system (LMS), including feedback from other subcommittees regarding programs that could leverage an LMS to expand accessibility and broaden the education benefits available to members.
2. Participate in research for alternative delivery tools including webcasts (e.g., Brainshark) and an LMS.

Committee Co-Lead Expectations

4. Attend and actively participate in the scheduled committee phone calls.
5. Participate in the development subcommittee conference call and meeting agendas.
6. Lead the conference call discussions.
7. Attend the annual Committee Day event.
8. Attend multiple WSIA education events each year of committee participation.
9. Work closely with the WSIA staff and committee co-chairs on the following:
 - a. Achievement of the committee goals
 - b. Promoting committee member involvement



Emerging Issues & Innovation Committee

Committee Description

The Emerging Issues & Innovation Committee serves the WSIA membership and wholesale insurance industry across all segments of the marketplace by collaboratively identifying, evaluation, discussing and providing useful knowledge that will enable the membership to better analyze, manage and underwrite emerging issues and trends.

Committee goals are:

1. To serve the WSIA membership and wholesale insurance industry across all segments of the marketplace by collaboratively identifying, evaluating, discussing and providing useful knowledge that will enable the membership to better analyze, manage and underwrite emerging issues and trends.
2. To consider new risks as they arise and work with committee members and industry representatives to gain a better depth of understanding and provide this new information to the membership for their knowledge and use.
3. To provide webinars, WSIA education program sessions, roundtables and articles for various publications on emerging issues and trends.
4. In collaboration with the WSIA team, develop and execute a communication strategy to reach the membership and distribute committee work.
5. Create diverse task force and/or sub-groups to handle specific tasks for Committee functions.
6. To access research and trending analysis on emerging issues and trends that can impact the wholesale distribution model and our industry.

Committee Member Expectations

As an engaged Committee member, each volunteer should:

1. Be an active participant by participating in no less than 75% of committee activities a year (i.e.: monthly calls, tasks, onsite meetings). If you are unable to participate on a call, you must provide your requested tasks to the Committee Lead prior to the call. You may have a delegate represent you when you are unable to attend.
2. Attend the Annual Committee Day Meeting, which will be held May 6-7, 2019 at the Grand Hyatt DFW in Dallas, TX.
3. Complete tasks on time as assigned (i.e.: completing trend analysis, research, publications, education, website updates etc.).
4. Discharge responsibilities diligently and not delegate them to other committee members or staff without prior approval from the Lead.
5. Publicly disclose any actual or perceived conflicts of interest and not vote on such committee matters.
6. Uphold the committee goals and charges.

Committee Subgroup Expectations

All committee members are assigned to specific subgroups with an identified lead for that group. The lead is responsible for their subgroup to and complete tasks that are assigned and report back to core group. WSIA has granted permission to tap others, not currently members, to assist in tasks that require additional assistance. To manage the size of the committee, we will not add members outside of the annual review process.



Core Member Qualifiers

The Emerging Issues & Innovation Committee seeks committee members that have specific areas of expertise and knowledge. These are the qualifiers that the Committee is interested in considering:

- Experience in working with emerging issues and trends
- Industry knowledge and experience that contributes to the needs of the Committee
- Experience in contract binding, brokerage and/or program areas at a domestic and/or international level
- Ability to serve at least one year



Events Committee

Committee Description

The mission of the Events Committee is to assist in the planning of Annual Marketplace and Underwriting Summit. WSIA's events provide the industry's premiere opportunities for members to network and participate in programs and presentations that are relevant to the wholesale, specialty and surplus lines insurance industry.

Committee Member Expectations

As an engaged Committee member, each volunteer should:

12. Attend and actively participate in scheduled committee conference calls, as needed.
13. Attend the annual Committee Day event, which will be held May 6-7, 2019 at the Grand Hyatt DFW in Dallas, TX.
14. Prepare for Committee Day meeting and calls by reading relevant materials in advance.
15. Attend either the Annual Marketplace and Underwriting Summit.
16. Commit to one year of service.

Program Subcommittee Member Expectations

As an engaged Subcommittee member, each volunteer should:

1. Attend and actively participate in scheduled subcommittee conference calls, as needed.
2. Support the subcommittee's initiatives, including:
 - a. Planning and development of networking events for program specialists at the WSIA Underwriting Summit and WSIA Annual Marketplace; and
 - b. Planning and development of program educational sessions for WSIA members during programs such as WSIA University.
3. Attend either the Annual Marketplace or Underwriting Summit.
4. Commit to one year of service.



Internship Committee

Committee Description

The mission of the Internship Committee is to attract bright, enthusiastic college juniors and seniors majoring in Insurance/Risk Management to our industry through the WSIA Internship Program.

Committee Member Expectations

As an engaged committee member, each volunteer should:

Committee Activities

4. Participate in two of the three committee conference calls, which include (1) selection of interns to attend Annual Marketplace in mid-August; (2) first-round selection of intern applicants to receive an interview; and (3) final selections of interns.
5. Submit a ranking of interns for at least two of the three major conference calls above.
6. Attend Committee Day, which will be held May 6-7, 2019 at the Grand Hyatt DFW in Dallas, TX, absent an unavoidable conflict.

Program Activities

7. All committee members will be assigned as either an internship host or mentor and must perform the duties of those roles as outlined below:
 - Mentors are strongly encouraged to attend the Internship Orientation Program (May 30-May 31, 2019 in Kansas City).
 - Committee members attending the Annual Marketplace must be a part of the intern shadowing schedule.

Internship Host Responsibilities

Volunteering as a carrier or broker host for the WSIA Internship Program requires a commitment on the part of the firm as a whole. Your interaction with your respective intern will likely be one of their first professional experiences and one of their first experiences with the wholesale, specialty and surplus lines industry. These expectations have been outlined by the committee to ensure the internship experience is a positive one both for interns AND for the hosts themselves. Should you have any questions, comments or concerns about the responsibilities discussed below please do not hesitate to discuss them with Christine Timmerman at WSIA (chris@wsia.org), the mentor assigned to your intern, or any WSIA Internship Committee member.

1. **Hosts will assign a Primary Host Contact to each mentor.** This contact should be someone that will be dealing with the logistics of the internship daily and someone who is on-call 24/7 for the duration of the internship in the unlikely (but not impossible) event of an emergency concerning the intern. The Primary Host Contact is responsible for coordinating the intern's experience and ensuring that the intern is provided specific direction and assigned to work with individuals daily. Such a person will streamline the preparation process by providing a "point person" for communication with WSIA, the interns, mentors and other hosts and your organization. Hosts will provide the contact information to this person to WSIA prior to the start of the internship.



2. **Hosts will pay interns a salary of \$18 per hour.** A salary of \$18 per hour has been set by the committee as the salary to be paid to interns. If your company’s guidelines stipulate that more must be paid for an entry-level underwriter-type position, please feel free to discuss it with the mentors or committee members.

3. **Hosts will provide guidance on and serve as primary points of contact for housing the intern.** As WSIA staff, interns and mentors may not be intimately familiar with the nature of your firm’s city of residence, you will be an invaluable resource on questions of housing for your intern. WSIA and its members place a paramount importance on safety and contributing to a good intern experience when considering housing, and the hosts are often best placed to provide input on those issues. While host input regarding locations is extremely important, WSIA strongly prefers to work directly with the location to set up direct bill, thus avoiding the need for hosts to front this expense and request reimbursement.

The committee has prepared the following housing guidance for interns as you consider recommending to WSIA potential locations:

- The approximate budget for intern housing is \$125-150/night. While this is merely a guideline, please inform WSIA in the housing form if you anticipate an overrun.
 - Interns should be able to travel from their housing location to nearby restaurants, shopping areas or local attractions without a greater-than-average concern for their safety.
 - There should be a staffed desk location or 24-hour maintenance number that interns can contact if they encounter an issue with their housing.
 - Housing solutions should offer some supplementary meal solution for interns, either in the form of complimentary breakfasts/lunches or facilities to prepare and store one’s own meals during the internship,
 - Housing choice should take into consideration both proximity to the workplace and proximity to attractions and public transportation, as the internship experience is affected by the “after hours” experience in each location.
 - If hosts do not have pre-existing relationships for housing, WSIA will has an established relationship with Furnished Quarters with access to many properties meeting the above standards and can book through them.
4. **Hosts will provide guidance on transportation accommodations.** For the same reason that we look to your guidance on housing above, we will look to hosts for input on necessary travel arrangements.



5. **Hosts will prepare in advance a schedule for the intern and furnish a copy to the mentor and intern prior to the beginning of the internship.** It is essential that interns have some notion of the expectations and structure of their time with your firm in advance of their arrival.
6. **Hosts will introduce interns to the entirety of their operations, as is appropriate according to your institution's best practices, and provide frequent opportunities for hands-on experience.** This is a critical cornerstone of the WSIA Internship Program.
7. **Hosts will work to address any potential issues with interns and, failing to resolve them through that avenue, engage the mentoring team to address any issues, and informing Chris Timmerman, chris@wsia.org, if needed.** In the unlikely event that an issue should arise with an intern or their conduct, we ask that hosts make a good faith effort to rectify the situation. This is at its core a learning experience, and professional improvement is an important part of it. Please feel free to use the mentoring team for your intern as a resource at any time. They are industry professionals and the committee has experience with resolving intern issues in the past, and they will be more than happy to assist you.
8. **Hosts will fairly and promptly evaluate interns at the conclusion of the internship.** Internship evaluations are one half of the basis for determining eligibility to attend the Annual Marketplace in the fall and the Committee thanks hosts for returning those completed forms within two weeks of the intern leaving the firm.

Internship Mentor Responsibilities

WSIA Internship Committee members are assigned as mentors to each WSIA intern every summer. The mentors' most important job is to ensure their interns are comfortable and safe during their participation in the program and to ensure interns get the most out of their experience. In addition, the mentor acts as a liaison between the hosts and the intern to the extent their services are needed.

1. **Mentors will communicate regularly with their intern.** This will give the interns someone who is dedicated to listening to their experiences for the duration of the nine-week program. The substance of conversations will vary based on circumstances but can cover a variety of topics from work and scheduling issues with hosts to the particular task of placing policies and how it varies across operations.
2. **Mentors will communicate regularly with hosts.** Though a rigorous selection process serves to mitigate the risk of recruiting interns who are not a good fit for the program, isolated incidents have been reported over the years. More positively, it is possible that unique circumstances may lead hosts to feel they need to allow interns the opportunity to see other locations in their operation for better perspective. Mentors will serve as arbiters for any issues, questions or special circumstances concerning their interns.
3. **Mentors will evaluate their interns based on their interaction over the nine weeks.** Mentors will provide an end-of-term evaluation discussing their perspectives on the interns and noting any special circumstances they feel are relevant to their intern's performance or experience. These evaluations, along with intern essays and host evaluations, are used to help select interns that will be



given the opportunity to attend the WSIA Annual Marketplace and ultimately the J.H. Blades Scholarship recipients.



Legislative Committee

Committee Description

The Legislative Committee is dedicated to promoting the legislative and regulatory interests of WSIA members and the wholesale, specialty and surplus lines industry.

The committee, individually and as a group, provides guidance and input throughout the year on issues impacting regulatory and legislative activities and industry compliance issues. The committee meets in-person and via conference call on a periodic basis. In general, the committee has contact in some manner almost every month throughout the year.

Committee Member Expectations

As an engaged Committee member, each volunteer is expected to:

17. Attend and actively participate in scheduled committee meetings and conference calls.
18. Attend the annual Committee Day event, which will be held May 6-7, 2019 at the Grand Hyatt DFW in Dallas, TX.
19. Attend the WSIA Legislative Fly-In in Washington, D.C., the date of which will be confirmed during the committee year but likely to occur over two days between February and late April.
20. Commit to helping with legislative and regulatory advocacy within the states or federal government when called upon.
21. Help provide information and input for compliance issues within the WSIA membership's areas of interest, if needed.
22. Maintain confidentiality related to discussions on topics impacting the industry, especially related to specific compliance issues shared by individual WSIA members.
23. Be dedicated to improving the wholesale, specialty and surplus lines industry's ability to effectively and efficiently operate across the nation in accordance with state regulatory and statutory rules and requirements.
24. Have significant senior work experience specifically relating to the wholesale, specialty and surplus lines industry and be able to provide top quality perspective, guidance, insights and opinions as to how regulatory and legislative activities impact WSIA members' operations.
25. Commit to supporting and working to achieve [WSIA Guiding Regulatory Principles](#) and [Guiding Uniformity Principles](#), as approved and established under the direction of the Board of Directors.



Membership & Ethics Committee

Committee Description

The WSIA Membership & Ethics Committee's mission is to recommend new members to the Board of Directors according to the schedule selected by the Board each calendar year. This includes recommendations for voting members (U.S. Wholesale Members, U.S. Insurance Market Members) and Associate Members as well as non-voting members (Service Members, Life Members and Honorary Members).

In addition to considering all new applications for membership, the Committee oversees the distribution of WSIA's Nondisclosure Policy to all WSIA committee members for 2019-2020 and the Member Management Portal, which is used to enhance the membership dues payment process, membership directory updates and the collection of membership demographic information to support WSIA's message about its membership and the importance of the wholesale, specialty and surplus lines insurance industry.

Committee Member Expectations

As an engaged Committee member, volunteers are expected to:

26. Participate in three of the four application review teleconference meetings anticipated during 2019-2020.
27. Be assigned to review and present at least one new application during 2019-2020. This includes conducting due diligence reviews of the application and related documentation, any necessary outreach to the applicant, to validate the applicant's compliance with WSIA membership criteria.
28. Attend the annual Committee Day event, which will be held May 6-7, 2019 at the Grand Hyatt DFW in Dallas, TX.



PAC Committee

Committee Description

The PAC Committee raises awareness within the WSIA membership regarding the efforts and focus of the WSIA PAC. The federal PAC was established in 2005 and is critical to WSIA's legislative and regulatory advocacy efforts in Washington D.C. The PAC Committee supports candidates for the U.S. House of Representatives and Senate whose philosophies and attitudes are consistent with the goals of WSIA and the wholesale, specialty and surplus lines insurance industry.

Committee Member Expectations

As an engaged committee member, each volunteer is expected to:

Committee Activities

1. Encourage PAC contributions from WSIA members. Sample messaging will be made available by staff for use by committee member.
2. Participate in three of the four meetings/calls anticipated in 2019-2020.
3. Brainstorm creative fundraising ideas for the PAC.
4. Make a contribution to the PAC in 2019.