

**TO: MEMBERS OF THE FACILITY ASSOCIATION**

**ATTENTION: CHIEF EXECUTIVE OFFICER**

**BULLETIN NO: F2023-002**

**DATE: January 3, 2023**

**SUBJECT: Opportunity to Serve on the Facility Association Board of Directors**

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The Governance and Human Resources Committee of the Facility Association Board of Directors is seeking expressions of interest from qualified candidates for potential nomination to the Facility Association Board. Nominees will stand for election at the 2023 Annual General Meeting currently scheduled for March 1<sup>st</sup>, 2023. To be eligible, a candidate must be a senior official of a member insurer.

The Governance and Human Resources Committee is especially interested in receiving expressions of interest from candidates with backgrounds in:

1. Information Technology
2. Data Management and Governance

Individuals interested in joining the Facility Association Board of Directors are asked to complete the attached skills and experience inventory. The inventory is provided as a fillable pdf and should be sent directly, along with a brief resume, to the attention of Facility Association President and CEO Saskia Matheson at [smatheson@facilityassociation.com](mailto:smatheson@facilityassociation.com) prior to January 16<sup>th</sup>, 2023.

An overview of the roles and responsibilities of Facility Association Directors can be found in the Plan of Operation on our website at <https://www.facilityassociation.com/Home>. Successful candidates must be willing and able to commit the necessary time and effort required of Facility Association Directors. Specifically, Directors are expected to attend approximately six Board meetings per year as well as to possibly join and attend meetings of Committees of the Board. All Facility Association Directors are enrolled as members of the Institute of Corporate Directors (ICD) and are eligible for education support for courses provided by the ICD according to the applicable Board policies.

Please send any questions regarding the role and responsibilities of a Facility Association Director to [smatheson@facilityassociation.com](mailto:smatheson@facilityassociation.com).

Saskia Matheson  
President & CEO

Attach: Experience and Knowledge Inventory

Facility Association Board of Directors - Experience and Knowledge – Candidate

Candidate Name: \_\_\_\_\_  
Professional Qualifications, designations, and degrees held: \_\_\_\_\_

		Level of Knowledge (mark with “X” as applies to you – select no more than 1 per row)			
Experience / Skills	# yrs experience	none/little	good understanding; comfortable applying	in depth understanding; considered “expert”	Notes (if needed)
Accounting					
Actuarial					
Audit					
Auto Underwriting					
Business Development					
Claims					
Communications					
Data Analytics					
ERM					
Finance					
Governance					
Human Resources					
Information Technology					
Legal & Regulatory Compliance					
Marketing					
Operations					
Sales					
Strategic Planning/Leadership					
Other (please specify)					

	Enter information for all rows that apply to you			
Nature of Companies employed with	currently employed with	previously employed within 5 yrs	previously employed over 5 yrs ago	Notes (if needed)
Servicing Carrier				
Member Company				
Non-standard auto writer, broker channel				
Non-standard auto writer, direct channel				
Standard auto writer, broker channel				
Standard auto writer, direct channel				
Audit/Accounting related professional services				
Independent Broker				
Other (please specify)				

Contact information:	
Phone	
Email	