

TO: MEMBERS OF THE FACILITY ASSOCIATION

ATTENTION: CHIEF EXECUTIVE OFFICER

BULLETIN NO: F2025 – 048

DATE: December 15, 2025

SUBJECT: CANDIDATES REQUIRED FOR THE FACILITY ASSOCIATION BOARD OF DIRECTORS

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 2026 Annual General Meeting currently scheduled for **March 11, 2026**. To be eligible, candidates must be a senior official of a member insurer.

Individuals interested in becoming a Director at Facility Association are asked to complete the attached skills and experience inventory. The inventory is provided as a fillable pdf and sent directly, along with a brief resume, to the attention of Facility Association President and CEO, Saskia Matheson at smatheson@facilityassociation.com prior to January 15, 2026.

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

- 1. Finance and Accounting**
- 2. Data Governance, and Data Management and Transformation**

An overview of the roles and responsibilities of Facility Association Directors can be found in the Plan of Operation on our website at: [Plan of Operation](#). 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 8 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:

Ruvimbo Francois-Kumaza
Corporate Secretary & Coordinator
RFrancois-Kumaza@facilityassociation.com

Attach: Experience and Knowledge

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	Years of Experience	NONE: You have not been exposed to this area at all or it was a very short duration (i.e., less than one year)	LIMITED during your career, you’ve had less than five years exposure to this, or you are/were not the core expert on this matter	MODERATE During your career, you have been exposed to this from a senior management level for over five years but are/were not the core expert on this matter	EXPERIENCED You have worked in that area for over five years and held a leadership role, advising C-Suite or Board on this matter	Notes (if applicable)
Accounting						
Actuarial						
Audit						
Business Development						
Claims						
Commercial Auto Underwriting						
Communications						
Data Analytics						
ERM						
Finance						
Governance						
Human Resources						
Information Technology						
Legal						
Marketing						
Operations						
Personal Auto Underwriting						
Regulatory Compliance						
Sales						
Strategic Planning/Leadership						
Other relevant experience						

Contact information:	
Company Name	
Phone	
Email	