

**TO: MEMBERS OF THE FACILITY ASSOCIATION**

**ATTENTION: CHIEF EXECUTIVE OFFICER**

**BULLETIN NO: F2026 – 013**

**DATE: APRIL 8, 2026**

**SUBJECT: CANDIDATES REQUIRED FOR 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 to fill a vacancy that has arisen on the FA Board of Directors. The successful candidate will be appointed by the Board to hold office until the Annual General Meeting to be scheduled for March 2027 at which point the selected candidate may stand for formal election by the membership. 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](mailto:smatheson@facilityassociation.com) prior to April 24, 2026.

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

- **Commercial Automobile, and Commercial Automobile Data**

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](mailto:RFrancois-Kumaza@facilityassociation.com)

Attach: Experience and Knowledge

**Board of Directors - Experience and Knowledge – Candidate**

Candidate Name: \_\_\_\_\_

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

Experience / Skills	Years of Experience	Level of Knowledge (mark with "X" as applies to you – select no more than 1 per row)				Notes (if applicable)
		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	
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						

<b>Contact information:</b>	
Company Name	
Phone	
Email	