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TO: MEMBERS OF THE FACILITY ASSOCIATION

ATTENTION: CHIEF EXECUTIVE OFFICER

BULLETIN NO.: F2020 - 001

DATE: January 8, 2020

**SUBJECT: CANDIDATES WANTED 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 2020 Annual General Meeting currently scheduled for February 20, 2020. To be eligible, candidates must either 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 should be 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 22, 2020. 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
3. Enterprise Risk Management

An overview of the roles and responsibilities of Facility Association Directors can be found in the Plan of Operation on our website at <http://www.facilityassociation.com/planoperation.asp>. 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 five 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.

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: _____

Experience / Skills	# yrs experience	Level of Knowledge (mark with "X" as applies to you – select no more than 1 per row)			Notes (if needed)
		none/little	good understanding; comfortable applying	in depth understanding; considered "expert"	
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)					

Nature of Companies employed with	Enter information for all rows that apply to you			Notes (if needed)
	currently employed with	previously employed within 5 yrs	previously employed over 5 yrs ago	
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	