

POSITION DESCRIPTION – INSURANCE COORDINATOR



Form No:	IMS-PD-009	Version No:	V20191202
Issued: 20180210	Reviewed: 20191202	Authorised By:	Director Communication & Marketing

PURPOSE OF POSITION:

Coordinates ATHRA's Insurance matters and the relationship with the insurance provider.

KEY OBJECTIVE FOR THIS POSITION

In consultation with the ATHRA Board, coordinates contact with ATHRA's insurance agent to provide annual quote from preferred provider, recommend and manage insurance risks.

FUNCTIONS OF THE POSITION:

- As necessary, obtain an annual quote from preferred provider for policies prior to the commencement of the membership year. If warranted or requested by the Board, obtain quotes from other providers to guarantee relevance and value for money.
- Liaise with Director-Treasurer to ensure all payments for insurance matters are made.
- Respond to club and member inquiries about insurance matters, accidents, incidents and incident reporting.
- Advise the Board of issues relating to potential insurance claims against ATHRA's policies. Liaise with the insurance agent regarding serious and extraordinary issues. Seek advice as necessary.
- Advise clubs and members on issues relating to claims as required.
- Establish and maintain a good working relationship with ATHRA's insurance agent. Ensure details of incident reports are complete, accurate and appropriate before referring to the insurance provider.
- Represent ATHRA at meetings required to investigate insurance claims (this may involve attendance at proceedings in a court of law).
- Maintain an up to date register of all insurance claims and liaise with ATHRA's insurance agent regarding the outcomes of claims as necessary.
- Review and approve "Special Event" & "Charity Ride" Applications. (Ensure appropriate risk mitigation strategies are in place and event is compliant with Code of Conduct prior to approval.)
- Provide quarterly Board Reports. This may include details about claims that have the potential to impact ATHRA's reputation or have a material impact on the cost of future policies and number of and types of special events approved.
- Assists clubs in obtaining additional insurance cover for club grounds and/or equipment as required.
- At the commencement of the membership year, obtain Insurance Certificate of Currency and forward to ATHRA's IMS Coordinator and Membership Registrar. The Registrar is then responsible to distribute to clubs on payment of their annual affiliation fee.
- Ensure all expenses are processed and forwarded to the Finance Director in a timely manner and that all expenses claimed are in accordance with the current expenses policy and procedures. All claims must be

made within 30 days of the expenditure being incurred, all expenses for December must be claimed prior to the end of financial year being 31 December.

TERM: The terms of this position are as follows:

Time Frame:	Must be available for period of tenure (indicatively 2 years)
Resources:	Out of pocket expenses including phone, travel, consumables (pre-approved by the Board)
Recognition & Reward:	Modest annual gift and honorarium subject to approval by the Board

TRAINING REQUIREMENTS FOR THIS POSITION: The holder of this position requires training in these areas in order to promote success:

Training as determined by the Board

REVIEW OF POSITION DESCRIPTION:

This position description will be reviewed on an annual basis.

REVIEW OF POSITION PERFORMANCE:

This position holder's performance will be reviewed on an annual basis each September by the responsible Board Director, then reviewed and approved by Board at the next scheduled quarterly Board meeting.

SIGN OFF:

I have read and understood all the policies and procedures required and expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of ATHRA.

I hereby agree to regularly attend committee meetings, as required of my position.

I accept that if I am unable to complete my responsibilities in accordance with the determined expectations, that I **will vacate** the position with the provision of at least four weeks-notice; and/or acknowledge the Association will have the right to declare the position vacant.

The Board may agree to waive the notice period in exceptional circumstances.

POSITION HOLDER

NAME

SIGNATURE

DATE