



## INSURANCE COMMITTEE TERMS OF REFERENCE

### **PURPOSE:**

To oversee/manage the Association's Insurance Program for the benefit of members, their property and the protection of patients.

### **AUTHORITY:**

As mandated by and under the direction of the Board of Directors. Accountable to the Board of Directors.

### **COMPOSITION:**

- |                |  |
|----------------|--|
| Chair:         | - Member of the Board of Directors           |
| Members:       | - <b>**7, two of which are board members</b> |
| Staff Support: | - As determined by the CEO                   |
| Quorum:        | - <b>** Majority</b>                         |

### **LENGTH OF TERM:**

Annual.

### **CONSULTANTS/GUESTS: Appendix 1**

### **NUMBER OF MEETINGS:**

Minimum four meetings per year and any additional meetings as determined by chair

### **RESPONSIBILITIES:**

- To deal with matters brought to its attention by the Board or general membership
- To evaluate and/or assess recommendations from staff/consultants to revise current programs
- To review Association's staff and Board insurance coverage annually
- To provide direction on recommendations to staff/consultants to develop new programs and explore the insurance market
- To make decisions on recommendations/investigations brought forward by staff/consultants as a result of complaints by members
- To discuss options/methods by which matters between the insured member and the insurance company are best handled/dealt with/resolved and direct staff and/or consultants to take appropriate action
- To report to the Board directly and to make recommendations, as brought forward by staff/consultants, in the area of OPA sponsored insurance.
- The Committee is to fulfill risk management objective to members by way of articles in *The Ontario Pharmacist*
- To manage the program to the effective benefit of policy holders, including, but not limited to premiums, additional benefits, plan dividends and plan improvements
- To operate within budget.



ONTARIO  
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ASSOCIATION

**AUTONOMY**

Refer to appendix # 2.

**REPORTING:**

- Written report to the Board of Directors at the conclusion of each meeting.
- Written Report to the Membership twice per year, that is, an interim report via OPA website and a final report to the Members at the Annual General Meeting (AGM).



**CONSULTANTS/GUESTS**

The Insurance program is managed through a committee and relies on industry specific expertise from consultants and brokers, who are a regulated necessity to operate programs, as we are not licensed to directly engage insurers. These consultants/brokers bring their expertise to the meetings to improve our products, administration and plan management. This risk management and strategic management approach help to ensure ongoing price stability, integrity and high service levels.

**Attendee:**

Managing Consultant  
(Crain & Schooley)

Working Broker  
(HKMB HUB)

Home/Auto Broker  
(Coseco)

Insurers/Partners

**Attending:**

Every Meeting

Every Meeting

As needed

As needed



**AUTONOMY FOR THE INSURANCE COMMITTEE**

To approve up to:

- 25% for increases in premiums and/or rates
- \$250,000 limit for transferring of funds between insurance specific accounts (i.e. from surplus to deficit account)
- \$50,000 for extra ordinary expenses related to insurance program to benefit plan participants and to be paid from insurance surplus accounts (for audit and marketing expenses)

Note: All decisions will be reported to the Board as information or for ratification.

*\*\*This was changed in 2010 to accommodate the addition of an additional Board member for succession planning, which resulted in the need to change the quorum count. Going forward, the committee should stick to original number of members – 7.*

**Board Approved: May 2005**  
**Board Approved Revisions: May 2006**  
**Board Approved Revisions: Dec. 2006**  
**Board Approved Revisions: March 7, 2007**  
**GNC Reviewed: December 2009**  
**Board Approved: February 8, 2010**  
**GNC Reviewed: November 9, 2011**  
**Board Approved: Dec 7, 2011**