



**2026 National Board Officer
EMPLOYER LETTER OF SUPPORT**

Re: Letter of Employer Support
_____ (candidate name)
2026 AICP Board of Directors Election

By signing this form, I declare my support for _____ 's nomination for position of _____ (position) on the AICP Board of Directors. I understand that if elected, _____ (he/she) will be expected to participate in AICP Board of Directors meetings throughout the year, which may involve out-of-state travel.

I understand that the AICP has a travel policy which covers airfare, hotel, parking, ground transportation and some meals. Any expenses not covered by the travel policy will be the responsibility of the candidate's employer or the candidate.

Furthermore, I understand that the term of office as a member of the AICP Board of Directors is as follows:

Secretary: 2 years
Treasurer: 2 years
Director: 2 years
Vice President: 3 years
(including succession to President, then Past President)

Sincerely,

(signature)

(name)

(title)

(organization)

(phone number)



2026 AICP Election Candidate Statement

Name: _____

Region: _____

Position: _____

Give a brief description of your involvement (current and past) with the AICP.

What skills do you bring to the office? What qualifications make you a viable candidate for the office?

What would be your goals for the office if you are elected?

If elected, how would you use your office to work with others in the AICP to pursue the AICP's current goals and objectives, to meet member needs, and to enhance the AICP's value in our insurance compliance community?

Where would you like to see the AICP in the future and what would you do to move the AICP toward that vision?

Additional Comments (Please limit to 250 words or less).

2026 AICP Campaign Guidelines

1. No campaigning (including activities, material and communications) is allowed until the Board of Directors approves a slate of candidates.
2. All campaigning activities, material and communications must be approved in advance by the Nominating Committee prior to use. Review of such activities, material and communications will take the following into account:
 - a. Professionalism – All activities, material and communications must be tasteful and professional. No adverse or disparaging remarks of other candidates will be allowed or tolerated.
 - b. E-mail Address Lists, Address Lists – Use of e-mail address lists or other address lists created for specific AICP purposes will not be used for campaign purposes unless approved by the Nominating Committee. Each candidate has the option of sending one (1) email as discussed below.
 - c. The Candidates must also adhere to the following requirements:
 - i. Give-away Items – No give-away items are allowed.
 - ii. Fund Raising – No fund raising is allowed.
 - iii. Code of Ethics – All activities, material and communications must be in line with the AICP’s Code of Ethics.
3. Your Candidate Statement that will be posted on the website is your primary campaigning tool to let members know who you are and what your qualifications for the position are. If desired, each Candidate may send one (1) email message. Campaign material and messages may not be distributed by any means other than this single email. Candidates may use AICP’s Constant Contact Email system to send one (1) All-Member Email. However, the Candidates may use another email list if desired. For example, if a candidate is also a Committee Chair and elects to send an email to the committee advocating for their candidacy, that will “count” as their one (1) campaign email. As explained above, that email list must be approved by the Nominating Committee prior to use.
 - a. Campaign activities may not occur during the last week of the election period.
 - b. Copies of all campaigning material, communications, and descriptions of all campaigning activities will be held by the Nominating Committee through the AICP Annual Conference next following the election.
- c. Any expenses incurred by a candidate are not eligible for AICP expense reimbursement.

Discussion Points for Orientation for AICP Board of Directors

Process

- Nominated
- Congratulatory Email
- Nomination documentation due to Nominating Chair by **July 17, 2026**
- Orientation (this information/call)
- Presentation and Approval of Slate to Board of Directors.
- Vote by Members - Elections
- Notify Board and Candidates of outcome
- Notify membership of outcome
- Presentation of elected officers at national conference
- Important: If elected, plan to attend your first Board meeting held the last day of the national conference.

What do we need from you to complete the process*?

- Letter of Commitment from Employer
- Headshot (high quality image file) to post on website
- Completed Candidate Statement
- These three items should be e-mailed to aicpadmin@aicp.net

**Not submitting the required documentation to AICP by the designated due date could result in disqualification from nomination*

Benefits of Being an Officer – What’s in it for me and for my company (Talking points for your discussion with your Employer

- Leadership Development
 - Personnel Management Skills
 - Project Management Skills
 - Motivational Skills
 - Conflict Management
- Education
- Networking with Industry and Regulators
- Increased visibility with State Insurance Departments
- Opportunity to develop personal relationships with Commissioners as well as their staff

Time Commitments and Responsibilities

- **Vice President**
 - ✓ The commitment of time is consistent throughout the year.
 - ✓ This is a three-year commitment (VP, President, Past President).
 - ✓ The VP will assist the President, will assume the oversight role of President in the second year, and in the third year will serve as Past President, where they will chair the Nominating Subcommittee of the Governance Committee.
 - ✓ Serves as member of the Executive Committee; attends monthly Executive Committee meetings, participates in voting for annual Lennon Award recipient
 - ✓ Responsible for Volunteer Tracking.
 - ✓ All Committee Chairs report to VP – Organize quarterly Committee Chair calls.
 - ✓ Responsible for compilation of quarterly board reports into a single PDF.

- **Secretary**
 - ✓ The time commitment is heaviest before board meetings in preparing the agenda and after board meetings in preparing minutes.
 - ✓ Serves as member of the Executive Committee; attends monthly Executive Committee meetings, participates in voting for annual Lennon Award recipient.
 - ✓ Prepares and distributes Minutes and Agendas for all Executive Committee and Board meetings, including ad hoc meetings.
 - ✓ Maintains Index of board decisions on AICP website.
 - ✓ Maintains AICP Administrative Manual.

- **Treasurer**
 - ✓ The time commitment is heaviest at the beginning and end of the year as you prepare the budget and when the monthly financial statements are released.
 - ✓ Budget process. Starts in November and must be done in time for January Board meeting. Involves meetings and consultation with Finance Committee and Director of Finance of management company.
 - ✓ Chair of Finance Committee.
 - ✓ Serves as member of the Executive Committee; attends monthly Executive Committee meetings, participates in voting for annual Lennon Award recipient.
 - ✓ Ad hoc issues concerning finances.



▪ **Director**

- ✓ Attend and actively participate in monthly Board Meetings virtually, and attend on-site meetings three times per year.
- ✓ Provide valuable input into areas of Betterment for AICP.
- ✓ Participate in Committee and Sub-Committee meetings as needed.
- ✓ Assist Executive Committee and Board in developing and implementing short- and long-term vision and goals for AICP growth.
- ✓ Perform outreach to current and potential members regarding the benefits of AICP, and,
- ✓ Serve as an ambassador for AICP membership.

What do you need to do now?

- Check campaign guidelines on website.
- Read through job descriptions on website.

Who should you contact to clear any communications sent to Membership?

- Nominating Chair

Who should you contact with questions concerning the process and/or the office for which you are running?

- The person(s) conducting the orientation.

Other things to keep in mind

- **AICP Travel Policy** – The AICP will pay for your airfare, hotel and transportation costs to all board meetings throughout the year, except those in conjunction with the annual conference. The AICP will pay for up to 2 night’s hotel at the annual conference. If additional night stays are needed to attend any board meetings either before or after conference, you must prearrange that with the AICP president.