



Association of Insurance Compliance Professionals®

National Board Member

Candidate Guidelines

Approved 4/14/2012

Reviewed 3/28/13

Vice President Candidate Guidelines

Job Function

- Oversees and monitors activities and initiatives of all AICP national committees. Identifies and oversees national committee collaborative efforts, as appropriate.
- Performs other duties and activities customary to the position, e.g., coordinates completion and distribution of individual Board member reports, oversees national committee progress toward attainment of annual charges, etc.
- Relative to the year for which the Vice President will become President, identifies Chairpersons of those committees required by the AICP Bylaws (i.e., those for which there is no automatic assignment) for recommendation to the Board of Directors.
- Identifies Chairpersons of other committees, as may be required, for recommendation to the Board of Directors.
- Performs other duties and activities, as assigned by the President and/or Board of Directors.
- Automatically assumes the role of President upon the expiration of the President's term of office, and as Past President at the term of his/her office.
- Actively participates in all Board meetings.

Preferred Qualifications, Skills and Experience

1. Excellent verbal and written communication skills.
2. Skilled at change-management approaches.
3. Ability to structure, organize and prioritize workload to multiple and competing priorities and deadlines.
4. Ability to manage, oversee and direct multiple projects and priorities.
5. Ability to facilitate group meetings.
6. Skilled at team building, negotiation and consensus building.
7. Ability to make prompt decisions and recommendations in the absence of specific direction.
8. Solid understanding of basic financial accounting and reporting principles.
9. Demonstrates leadership ability through:
 - a. Prior experience as a national officer:
 - b. Regional Director (for at least one term).
 - c. Treasurer or Secretary (for at least one term).
 - d. Prior experience as a national committee chairperson/co-chairperson (for at least two years).
 - e. Prior experience as a Chapter Officer (at least one term).
10. Ability to assume role of President.
11. Ability to participate in Board meetings.

Or the equivalent of education and/or relevant experience.

Secretary Candidate Guidelines

Job Function

- Keeps full and accurate records of proceedings of all meetings of the Board of Directors, the Executive Committee, and national meetings of the AICP membership.
- Directs and oversees distribution of notices and agendas for such meetings, as applicable.
- Takes the roll at Board of Directors meetings.
- Takes, distributes and directs posting of Board of Directors and Executive Committee meeting minutes in a timely fashion.
- Maintains the AICP Administrative Manual.
- Performs other duties and activities, as assigned by the President and/or Board of Directors.
- Actively participates in all Board meetings.

Preferred Qualifications, Skills and Experience

1. Excellent communication skills, especially written business communication skills.
2. Familiarity with basic financial accounting and reporting principles.
3. Demonstrates leadership ability through:
 - a. Prior experience as Chapter Officer, preferably Chapter Secretary.
 - b. Prior experience at national level as Regional Director, committee chairperson/co-chairperson or as a committee member.
4. Ability to participate in Board meetings.

Or the equivalent of education and/or relevant experience.

Treasurer Candidate Guidelines

Job Function

- Monitors all funds of the AICP.
- Presents an accounting of AICP funds to the Board of Directors at Board meetings and to the AICP membership on a regular basis as scheduled.
- Performs other duties customary to the office, e.g., expense approval, check authorization, etc.
- Serves as Chairperson of the Finance Committee.
- Oversees the development of the AICP's annual budget. Monitors and manages, as appropriate, the annual budget.
- Coordinates financial audits and reviews of AICP accounting practices.
- Performs other duties and activities, as assigned by the President and/or Board of Directors.
- Actively participates in all Board meetings.

Preferred Qualifications, Skills and Experience

1. Solid understanding of basic accounting and reporting principles.
2. Ability to communicate financial information to laypersons.
3. Skilled at team building, negotiation and consensus building.
4. Previous membership in Finance Committee.
5. Demonstrates leadership ability through:
 - a. Prior experience as Chapter Officer, preferably Chapter Treasurer.
 - b. Prior experience at national level as Regional Director, committee chairperson/co-chairperson or as a committee member.
6. Ability to participate in Board meetings.

Or the equivalent of education and/or relevant experience.

Regional Director Candidate Guidelines

Job Function

- Represents the Chapter and its interests at Board of Director meetings.
- Communicates relevant national issues to the Chapter members.
- Acts as liaison between the Chapter and the Board of Directors.
- Performs duties as assigned by the Chapter and the Board of Directors.
- Commits to and attends scheduled Chapter meetings during his/her term of office.
- Actively participates in all Board meetings.

Preferred Qualifications, Skills and Experience

1. Excellent communication skills.
2. Familiarity with basic financial accounting and reporting principles.
3. Skilled at negotiation and consensus building.
4. Demonstrates leadership ability through:
 - a. Prior experience as Chapter Officer.
 - b. Prior experience at national level, either as a committee chairperson/co-chairperson or as a committee member.
5. Ability to participate in Board meetings.

Or the equivalent of education and/or relevant experience.