



## **CISV INTERNATIONAL INSURANCE COMPANY**

### **ROLE PROFILE**

#### **BOARD MEMBER**

This role offers an exciting and challenging opportunity to contribute to the long term support and sustainability of CISV. It will suit someone with an interest in Risk Management, insurance, finance and policy.

#### **PURPOSE / BACKGROUND OF THE ROLE**

CISV International Insurance Company was officially set up, in the US state of Kentucky in late 2009, and is 100% owned by CISV International. As of February 2010 CISV's global public liability coverage has been provided by the CISV International Insurance Company. This global policy (see Info File N-08A) covers all our programmes and the NAs, but excludes all occurrences and claims brought in USA and CAN. NAs are also covered for local events and, to some extent, for regional/multi-national programmes.

The first meeting of the Insurance Company Board was 30 Oct 2009. The Annual General Meeting usually takes place in April. Meetings are generally virtual. The Board seeks to have a positive impact on the long term security and effective risk management of CISV International.

#### **RESPONSIBILITIES AND WORKING RELATIONSHIPS**

##### **Responsibilities**

- Become familiar with CISV International Insurance Company bylaws
- Become familiar with CISV International rules and policies, particularly those relating to risk management
- Attend (usually virtually) and participate in CISV International Insurance Company Board meetings and Annual General Meeting
- Provide expertise and input as appropriate on company policy and strategy
- Contribute to the analysis and consideration of risk issues relating to CISV International
- Chair a committee or working group of the Board and take responsibility for reporting to the full Board on any work assigned to that group
- Ensure company compliance with our legal and constitutional obligations
- Financial stewardship
- Ensure effective administration of the company
- Ensure good governance and promote quality assurance within the company
- Consider the interests and respect the vision, mission and values of CISV
- Be accountable to CISV International as the shareholder

#### **KEY COMPETENCIES AND CONDITIONS**

##### **Attitude**

- Interest in risk management, insurance and/or finance
- Commitment to CISV's mission and values

## Skills

- Knowledge and experience of CISV and/or other relevant knowledge/experience
- A strong sense of responsibility and accountability
- Ability to serve as a company director in the USA, to understand and accept the duties and liabilities of being a director
- Ability to think and apply knowledge analytically and strategically
- Ability to keep mission-focused
- Ability to analyse and evaluate management information and other evidence
- Ability to think creatively, think and act proactively
- Ability to exercise sound judgement
- Willingness to make and stand by collective decisions, whether the director was in favour of them or not, including those which may be unpopular
- Ability to lead and work effectively in a group, to challenge constructively and ask questions appropriately
- Ability to maintain confidentiality on confidential and/or sensitive information.

## Knowledge

- Experience/background in one or more of the following:
  - o risk management;
  - o insurance policies;
  - o insurance claims handling;
  - o reinsurance
  - o relevant law or finance.
- Commitment to keeping abreast of developments in the field.
- Familiarity with relevant CISV rules and policies

## Time

- This is a responsible position, which requires that you be present at all or most Board meetings and to head up a committee of the board.

## Location

As it is helpful to have people nearby and able to attend an annual in-person meeting, preference will be given to applicants living in the in the United States.

## NEXT STEPS

### Applications

If you would like to apply, please send the following to Insurance Company Chair Arne-Christian Haukeland ([arne.haukeland@gmail.com](mailto:arne.haukeland@gmail.com)) and Insurance Company Board members Gabrielle Mandell ([gabrielle.mandell@int.cisv.org](mailto:gabrielle.mandell@int.cisv.org)):

- Signed [CISV International Insurance Company Board Candidate Information and Self-Certification Form](#)
- Your CV

**Deadline:** 31 August 2019

They will contact you to arrange for an interview and/or outline next steps.

**Thank you for your interest in this role and good luck with your application.**

**If you have any questions or would like to discuss the role in more detail, please contact Arne-Christian and Gaby at the above email addresses.**