

INSURANCE BROKERS' ASSOCIATION OF SASKATCHEWAN
(hereinafter, *IBAS*)
SASKATCHEWAN YOUNG BROKERS NETWORK

Terms of Reference

A. Purpose

The Saskatchewan Young Brokers Network (hereinafter, the *YBN*) is an entity created by and under the oversight of the IBAS Board of Directors, mandated to promote career pathways in the brokerage industry, as well as quality professional development and networking opportunities for licensed Saskatchewan brokers under the age of 40.

B. Membership

1. Any licensed broker under the age of 40 who is currently employed by an IBAS member brokerage is eligible for voluntary membership in the YBN.
2. IBAS member brokerages have the right to refuse its employees membership in the YBN.

C. Governance

The day-to-day activities of the YBN are managed by an executive committee (hereinafter, the *Committee*) comprised of YBN members:

1. The Committee shall be comprised of a minimum of six (6) and maximum of 10 Committee members.
2. New Committee members are appointed by the IBAS Board of Directors under the advice and input of the Committee.
3. Committee members are appointed to terms of two (2) years in duration.
4. No Committee members shall serve for more than six (6) consecutive years, unless an exception is granted by way of Committee vote at its annual AGM. This vote is subject to IBAS approval.
5. To be eligible for selection to the Committee, each candidate must provide a letter from his or her brokerage confirming the individual's availability and the brokerage's commitment to the Committee. If the candidate is a principal, he or she must take personal responsibility for the time and costs associated with Committee participation.
6. All Committee members must attend meetings and participate in Committee activities. Committee members are expected to attend the annual IBAS Convention.
7. The Committee shall select a Chair, Vice Chair, and IBAS Liaison (hereinafter, *Officer(s)*).
8. Each Officer position is for a term of one-year in duration, renewable to a maximum of two (2) consecutive years.

9. Each Officer must be a member of the Committee. There is no minimum duration of service on the Committee prior becoming an Officer.
10. Committee decisions are to be made by way of majority vote. The Chair shall vote only in the event of a tie.

D. Officers

1. The Chair leads the YBN Committee and represents the YBN as its public spokesperson at YBN, IBAS, and IBAC events, including the IBAS Convention, Insurance Broker Day at the Legislature, and IBAC Parliament Hill Day. The Chair presides over Committee meetings, ensures proper procedures, policies, and plans are followed, and authors a quarterly article for IBAS's magazine.
2. The Vice Chair serves the role as Chair in the Chair's absence. The Vice Chair is also responsible for greeting new YBN members, recording and maintaining meeting minutes, attending IBAC's Parliament Hill Day, and assisting the Chair in his or her public duties. While it is not mandatory, all Committee members interested in filling the Chair's position should first serve at least one year as Vice Chair.
3. The IBAS Liaison serves as an advisory, non-voting member on the IBAS Board of Directors, attending board meetings and other board functions, including its annual Insurance Broker Day at the Legislature. Furthermore, the IBAS Liaison is responsible for submitting a quarterly report to the IBAS Board of Directors (to be approved by the YBN Chair), and for working directly with the IBAS Chief Executive Officer (hereinafter, the CEO) or the CEO's designated representatives to coordinate event logistics, e-mail communications, budgeting, and partnerships.
4. Other positions may be assigned by the Committee — such as (but not necessarily) leads for social media, events, and other key files — although these may be determined at the discretion of the Committee and are not Officer positions in scope.

E. Meetings

1. Meetings will be held at the call of the Chair.
2. The Committee shall host a minimum four (4) meetings per year, plus an annual general meeting (hereinafter, *AGM*), open to all members.
3. A majority of Committee members shall constitute a quorum, present either in-person, by telephone, or by any other communications device that permits all meeting participants to speak to and hear each other.
4. No business may be transacted by the Committee unless a quorum of the Committee is present.

F. Budget

1. The Committee will submit to the CEO a draft budget and operational plan for its annual activities (for the fiscal year beginning August 1 and ending July 31 of the following year) no later than 60 days prior to the beginning of the fiscal year.

2. Following the submission of the budget and operational plan, the CEO will meet with and work closely with the Committee to finalize a budget and operational plan for incorporation into the annual IBAS budget. The budget is subject to the approval of the IBAS Board of Directors.
3. Any and all resources will be provided to the Committee as needed upon approval from the IBAS Board of Directors.
4. Under the direction of the CEO, IBAS staff shall lead and coordinate all sponsorship and e-mail communications activities, although the Committee will assist in these activities as agreed upon in the operational plan.

F. Conflict of Interest

1. If a Committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he or she will be excused from Committee discussions and deliberations on the issue where such a conflict of interest exists *or* must not be present for consideration of that matter.

Approved by the IBAS Board of Directors: June 29, 2018

Reviewed by the YBN: June 26, 2018