

## **THE INSURANCE INSTITUTE OF LONDON**

### **COUNCIL**

#### **TERMS OF REFERENCE**

##### **1. RESPONSIBILITIES**

Council is the final arbiter in all Institute matters and it is the duty of Council to control and direct the Institute's policy.

The government and control of the London Institute and its property, affairs and business is vested in the London Council (London Institute's Constitution Clause 16).

##### **2. DELEGATION**

The London Council may delegate to the Officers of the London Institute responsibility the management of the Institute (London Institute Constitution 16a). In this case, the President will have the responsibility of managing the Institute in conjunction with the Officers and those advisers which comprise the Executive Committee (EXCO) - referring all recommendations to Council for ratification.

##### **3. MEMBERSHIP**

The London Council is constituted as follows:

- (i) The President, Deputy President, Immediate Past President ex-officio and the Honorary Treasurer ex-officio.
- (ii) Five of the Vice-Presidents or Past Presidents in active business life who have been elected for one year by the Vice-Presidents.
- (iii) Fifteen senior members or ordinary members who have been elected at an Annual General Meeting of whom five will be in their first year of office, five in their second year of office, and five in their third year of office.
- (iv) The Chairmen of all Institute Committees.

##### **4. MEETINGS**

Council will generally meet twice annually with the first meeting being held in late October / early November primarily to take reports and decide on any recommendation from all Institute Committees; to elicit recommendations for the Offices of President and Deputy President, Vice Presidents and CII and Institute awards.

The second meeting should generally be held in June to elect the President and Deputy President and Vice President/Past Presidents to Council; to ratify suggestions for the President's Award; to advise those Vice Presidents nominated for subsequent election at the Annual General Meeting; to ratify those members nominated for election by the AGM to serve on Council for three years; to approve for publication the Report of Council for the year and to establish the representation and alternates on CII Council.

Other meetings may be held as required.