

THE PRESIDENT TERMS OF REFERENCE

1. RESPONSIBILITIES

At a meeting of the Insurance Institute of London's Council, held on 2 September 2004, responsibility for the management of the Institute was delegated to the Officers of the London Institute in conjunction with those advisers which comprise the Executive Committee (EXCO). All recommendations will be referred to Council for ratification.

The role of the President of the Insurance Institute of London is to seek to raise the professional knowledge of those working in insurance in London, to assist members in their career development and to both support and reinforce the role and work of the CII.

The President will develop with the Secretary a programme of activities to satisfy the Institutes goals. In the past these have included a comprehensive lecture programme, annual Journal, research studies and educational visits together with extensive networking events - to advantage those working in insurance in London.

The President is elected for 12 months at a joint meeting of the Insurance Institute of London's Council and Vice Presidents and takes office at the close of the Annual General Meeting.

The President's principal accountability is, in conjunction with the Secretary, to ensure that the Institute acts at all times within its Constitution and Byelaws.

2. DELEGATION

The government and control of the London Institute and its property, affairs and business shall be vested in the London Council. The London Council may, however, delegate to the Officers of the London Institute responsibility for the management of the Institute (London Institute Constitution 16a).

The President, therefore, has the responsibility of managing the Institute with the support of their Officers and the advisers which comprise the Institute's Executive Committee (EXCO) and also fulfils other ambassadorial and representative roles. Specifically, they represent and maintain the profile of the Institute and ensure the Institute is run on a financially sound basis, in conjunction with the Honorary Treasurer.

3. SPECIFIC FUNCTIONS AND DETAILED ACTIVITIES

The President shall:

- promote Continuing Professional Development;
- preside at all meetings of Council. In their absence the Deputy President will preside;
- develop a succession plan for the core Institute roles;
- consider a theme for his/her period in office which supports the Institute's membership and the wider London Market;
- identify the Guest Speaker for the President's Luncheon;
- promote the objectives of the CII whenever possible;
- ensure effective two-way liaison with the CII for the benefit of the wider membership and encourage the recruitment of new members;
- encourage existing members' involvement in Institute and CII activities and
- attend the CII AGM and meetings of CII Council. In their absence a nominated representative will attend in their stead.