



SILA Board Member Position Description

President – Elect

Executive Committee

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of President-Elect must:

- Be the age of majority
- Be an active or honorary member of SILA for three years
- Be or have been a SILA Board Member for a minimum of one year

Attainment of SILA certification and/or designation is preferred

Skills:

Effective communication and leadership skills

Keen understanding of organizational management, planning, Bylaws and Robert's Rules of Order

Knowledge and skills in one or more areas of Board governance

Term:

The President-Elect is elected annually by the Board of Directors. The President-Elect serves a one year term. The President-Elect position is the first of a three position progression: President-Elect, President and Immediate Past President. An individual may serve no more than two consecutive three year terms in the Presidential positions.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Participation in monthly Executive Committee meetings (1 hour)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

President – Elect – (con't)

Specific Duties:

- In the absence of the President, or in the event of his or her inability or refusal to act, perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President.
- Chair the annual National Education Conference Planning Committee
- Serve as a member of the Executive Committee
- Serve as a member of the Personnel Committee overseeing the annual performance evaluation of the Executive Vice President, staff salary and benefit recommendations and annual objectives
- Prepare and recommend the SILA annual objectives plan to the Executive Committee and Board for the following year

General Duties:

- Make and enforce SILA policies and procedures
- Fill any vacancy on the Board of Directors or on a committee
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Ratify changes in the Bylaws of SILA
- Establish new and adjust existing fees for the organization
- Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Approve the appointment of an Executive Vice President
- Approve all staff positions, including consultants
- Approve annual budget of all salaries and benefits for SILA staff
- Elect persons for honorary membership
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

The Nominations Committee, with the assistance of current Board members, annually reviews and, if necessary, updates Board member position descriptions. Recommended changes are presented to the Board for review.



SILA Board Member Position Description

President

Executive Committee

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of President must:

- Be the age of majority
- Be an active or honorary member of SILA for three years
- Be or have been a SILA Board Member for a minimum of two years

Attainment of SILA certification and/or designation is preferred

Skills:

Effective communication and leadership skills

Keen understanding of organizational management, planning, Bylaws and Robert's Rules of Order

Knowledge and skills in one or more areas of Board governance

Term:

The President position is the second of a three position progression: President-Elect, President and Immediate Past President. An individual may serve no more than two consecutive three year terms in the Presidential positions.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Participation in monthly Executive Committee meetings (1 hour)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

President – (con't)

Specific Duties:

- Preside over all Board of Directors and Executive Committee Meetings
- Develop a five year strategic plan
- Appoint the Governance Chair position
- Serve as a member of the Executive Committee
- Serve as a member of the Personnel Committee overseeing the annual performance evaluation of the Executive Vice President, staff salary and benefit recommendations and annual objectives
- Lead Board of Directors succession planning discussions with the Executive Committee and Board

General Duties:

- Make and enforce SILA policies and procedures
- Fill any vacancy on the Board of Directors or on a committee
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Ratify changes in the Bylaws of SILA
- Establish new and adjust existing fees for the organization
- Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Approve the appointment of an Executive Vice President
- Approve all staff positions, including consultants
- Approve annual budget of all salaries and benefits for SILA staff
- Elect persons for honorary membership
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

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SILA Board Member Position Description

Immediate Past President

Executive Committee

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of Immediate Past President must:

- Be the age of majority
- Be an active or honorary member of SILA for three years
- Be or have been a SILA Board Member for a minimum of three years
- Be or have been SILA President for a minimum of one year

Attainment of SILA certification and/or designation is preferred.

Skills:

Effective communication and leadership skills
Knowledge and skills in one or more areas of Board governance

Term:

The Immediate Past President position is the third of a three position progression: President-Elect, President and Immediate Past President. An individual may serve no more than two consecutive three year terms in the Presidential positions.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Participation in monthly Executive Committee meetings (1 hour)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

Immediate Past President – (con't)

Specific Duties:

- Advising the Executive Committee, Individual Officers and the Board of Directors
- Serve as a member of the Executive Committee
- Serve as a member of the Personnel Committee overseeing the annual performance evaluation of the Executive Vice President, staff salary and benefit recommendations and annual objectives
- Serve as a senior advisor to the Officers, Executive Committee and Board of Directors offering coaching and solutions to challenges
- Assists with succession planning by encouraging qualified members to serve in elective and committee leadership positions

General Duties:

- Make and enforce SILA policies and procedures
- Fill any vacancy on the Board of Directors or on a committee
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Ratify changes in the Bylaws of SILA
- Establish new and adjust existing fees for the organization
- Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Approve the appointment of an Executive Vice President
- Approve all staff positions, including consultants
- Approve annual budget of all salaries and benefits for SILA staff
- Elect persons for honorary membership
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

The Nominations Committee, with the assistance of current Board members, annually reviews and, if necessary, updates Board member position descriptions. Recommended changes are presented to the Board for review.



SILA Board Member Position Description

Secretary

Executive Committee

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of Secretary must:

- Be the age of majority
- Be an active or honorary member of SILA for three years

Attainment of SILA certification and/or designation is preferred.

Skills:

Effective written communication and keyboarding skills

Knowledge of Robert's Rules of Order and organizational record keeping

Knowledge and skills in one or more areas of Board governance

Term:

The Secretary is elected biennially by the Board of Directors. The Secretary serves a two year term, typically beginning in an even numbered year. An individual may serve no more than three consecutive two year terms as Secretary.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Participation in monthly Executive Committee meetings (1 hour)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

Secretary – (con't)

Specific Duties:

- Assist with the preparation of Board of Directors and Executive Committee meeting agendas, five year strategic plan, annual objectives, policies and meeting scheduling
- Record the minutes of all Board of Directors meetings and submit them to the Board of Directors for approval
- Serve as a member of the Executive Committee

General Duties:

- Make and enforce SILA policies and procedures
- Fill any vacancy on the Board of Directors or on a committee
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Ratify changes in the Bylaws of SILA
- Establish new and adjust existing fees for the organization
- Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Approve the appointment of an Executive Vice President
- Approve all staff positions, including consultants
- Approve annual budget of all salaries and benefits for SILA staff
- Elect persons for honorary membership
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

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SILA Board Member Position Description

Treasurer

Executive Committee

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of Treasurer must:

- Be the age of majority
- Be an active or honorary member of SILA for three years

Attainment of SILA certification and/or designation is preferred.

Skills:

Accounting and/or finance skills

Knowledge and skills in one or more areas of Board governance

Term:

The Treasurer is elected biennially by the Board of Directors. The Treasurer serves a two year term, typically beginning in an odd numbered year. An individual may serve no more than three consecutive two year terms as Treasurer.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Participation in monthly Executive Committee meetings (1 hour)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

Treasurer – (con't)

Specific Duties:

- Chair the Finance Committee
- Review the monthly financial status reports of SILA in preparation for presentation to the Board of Directors
- Oversee and track the fundraising activities pursued on behalf of SILA
- Develop an annual budget and track actual expenditures compared to the budget
- Arrange financial audits for proposal to and approval of the Board of Directors
- Prepare the Treasurer Report for the annual SILA Business Meeting
- Oversee, track and recommend investments of SILA funds
- Serve as a member of the Executive Committee

General Duties:

- Make and enforce SILA policies and procedures
- Fill any vacancy on the Board of Directors or on a committee
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Ratify changes in the Bylaws of SILA
- Establish new and adjust existing fees for the organization
- Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Approve the appointment of an Executive Vice President
- Approve all staff positions, including consultants
- Approve annual budget of all salaries and benefits for SILA staff
- Elect persons for honorary membership
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

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SILA Board Member Position Description

Governance Chair

Executive Committee

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of Governance Chair must:

- Be the age of majority
- Be an active or honorary member of SILA for three years

Attainment of SILA certification and/or designation is preferred.

Skills:

Keen understanding of Bylaws, policies, general business principles in ethics, organizational structure, management, and planning

Term:

The Governance Chair is appointed annually by the President. The Governance Chair serves a one year term.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Participation in monthly Executive Committee meetings (1 hour)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

Governance Chair – (con't)

Specific Duties:

- Serve as a non-voting member of the Board of Directors
- Serve as a non-voting member of the Executive Committee
- Serve as a general business advisor to the Officers, Executive Committee and Board of Directors
- Chair the Governance Committee
- Oversee bylaw compliance including reviewing the Bylaws on an annual basis and if needed, making recommendations for bylaw changes to the Board of Directors
- Participate in Executive Committee and Board of Directors meetings to ensure the actions taken by the Committee and Board are in accordance with the Bylaws
- Should a vote of the Board of Directors end in a tie, cast a deciding vote
- Should an Officer be unable to complete his/her term, serve as a voting member of the Executive Committee until such time that the vacant Officer position is filled
- Annually review SILA's prepared tax return filing Form 990 with SILA's Executive Director prior to submission to the IRS.

General Duties:

- Enforce SILA policies and procedures
- Meet at such times and places as required by the Bylaws
- Ensure structure of SILA committees, subcommittees, focus groups, board advisory councils and board task forces conform to SILA's mission and vision statement and function within parameters of SILA Bylaws
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

The Nominations Committee, with the assistance of current Board members, annually reviews and, if necessary, updates Board member position descriptions. Recommended changes are presented to the Board for review.



SILA Board Member Position Description

Legal Advisor/Consultant

Executive Committee

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of Legal Advisor/Consultant must:

- Be the age of majority
- Be an active or honorary member of SILA for three years
- Be an active member of the Bar in a minimum of one state during the full term of the appointment and specialize in financial services and insurance regulations and business practices

Attainment of SILA certification and/or designation is preferred

Skills:

Knowledge of SILA Bylaws

Term:

The Legal Advisor/Consultant is appointed biennially by the Executive Committee. The Legal Advisor/Consultant serves a two year term.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Participation in monthly Executive Committee meetings (1 hour)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

Legal Advisor/Consultant – (con't)

Specific Duties:

- Serve as a non-voting member of the Board of Directors
- Serve as a non-voting member of the Executive Committee
- When called upon, serve as a legal consultant to the organization, Executive Committee and/or Board of Directors
- Assists in networking opportunities with regulatory agencies
- Perform any and all duties requested collectively or individually by law, by the articles of incorporation, or by the Bylaws
- Upon request, investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Other duties on behalf of the organizations as deemed by the Board of Directors

General Duties:

- Enforce rules and regulations of SILA
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Items to Note:

- All travel expenses incurred are reimbursed by SILA
- Work on projects is billable at an agreed upon hourly rate
- Conference and Board Meeting attendance is not eligible for hourly reimbursement

Position Description Review:

The Nominations Committee, with the assistance of current Board members, annually reviews and, if necessary, updates Board member position descriptions. Recommended changes are presented to the Board for review.



SILA Board Member Position Description

Communication Chair

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of Communication Chair must:

- Be the age of majority
- Be an active or honorary member of SILA for three years

Attainment of SILA certification and/or designation is preferred.

Skills:

Effective written and verbal communication skills

Keen understanding of SILA, its mission, purpose, products and services

Knowledge and familiarity with social media applications

Term:

The Communication Chair is elected biennially by the Board of Directors. The Communication Chair serves a two year term, typically beginning in an even numbered year. An individual may serve no more than three consecutive two year terms as Communication Chair.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

Communication Chair – (con't)

Specific Duties:

- Provide oversight of all social media initiatives
- Monitor social media presence
- Actively use social media to promote SILA and enhance the SILA brand

General Duties:

- Make and enforce SILA policies and procedures
- Fill any vacancy on the Board of Directors or on a committee
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Ratify changes in the Bylaws of SILA
- Establish new and adjust existing fees for the organization
- Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Approve the appointment of an Executive Vice President
- Approve all staff positions, including consultants
- Approve annual budget of all salaries and benefits for SILA staff
- Elect persons for honorary membership
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

The Nominations Committee, with the assistance of current Board members, annually reviews and, if necessary, updates Board member position descriptions. Recommended changes are presented to the Board for review.



SILA Board Member Position Description

Education Chair

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of Education Chair must:

- Be the age of majority
- Be an active or honorary member of SILA for three years

Attainment of SILA certification and/or designation is preferred.

Skills:

Strong leadership skills
Effective organizational and communication skills

Term:

The Education Chair is elected biennially by the Board of Directors. The Education Chair serves a two-year term, typically beginning in an even numbered year. An individual may serve no more than three consecutive two year terms as Education Chair.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly SILA, Inc. Board meetings (2 hours) and special Board meetings as called
- Participation in monthly SILA Foundation Board meetings (2 hours)
- Lead the joint Education Committee meetings and SILA Foundation Education Subcommittee meetings (4 hours per month)
- In-person attendance at the Winter Board meetings (4 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

Education Chair – (con't)

Specific Duties:

- Serve in a dual Board position by also serving as the SILA Foundation Education & Services Trustee (Executive Board position)
- Chair the Joint Education Committee to oversee SILA, Inc. designation requirements, registration process, preconference class offerings; review designation course surveys and evaluations
- Acknowledge classroom instructors, SILA Designation, and SILA Certification achievers during Annual Conference Recognition program
- Work with the SILA Foundation to provide education courses for membership to qualify for designation
- Review current and possible new courses to be presented to the SILA membership and public for Basic/Advanced/Professional Certification
- Expand current curriculum beyond insurance related subjects to include securities and leadership development offerings
- Oversee Education Subcommittee in conjunction with SILA Foundation to approve, develop and schedule webinars to be offered to membership and public
- Oversee any subcommittees formed to develop and approve education-based material, presentations, or courses to be promoted to the public through the SILA Foundation or Public Works Trustee
- Plan and execute education related sessions at the SILA National Education Conference

General Duties:

- Make and enforce SILA policies and procedures
- Fill any vacancy on the Board of Directors or on a committee
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Ratify changes in the Bylaws of SILA
- Establish new and adjust existing fees for the organization
- Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Approve the appointment of an Executive Vice President
- Approve all staff positions, including consultants
- Approve annual budget of all salaries and benefits for SILA staff
- Elect persons for honorary membership
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups



SILA Board Member Position Description

Education Chair – (con't)

- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

The Nominations Committee, with the assistance of current Board members, annually reviews and, if necessary, updates Board member position descriptions. Recommended changes are presented to the Board for review.



SILA Board Member Position Description

Membership Growth & Services Chair

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of Membership Growth & Services Chair must:

- Be the age of majority
- Be an active or honorary member of SILA for three years

Attainment of SILA certification and/or designation is preferred.

Skills:

Effective communication and customer service skills
Keen understanding of SILA, its mission, purpose, products and services

Term:

The Membership Growth & Services Chair is elected biennially by the Board of Directors. The Membership Growth & Services Chair serves a two year term, typically beginning in an odd numbered year. An individual may serve no more than three consecutive two year terms as Membership Growth & Services Chair.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form

Specific Duties:

- Develop a member needs assessment process to assure high levels of member satisfaction & engagement
- Use state of the art tools to provide the most accurate & timely industry information
- Expand opportunities of personal and professional growth through SILA products and services



SILA Board Member Position Description

Membership Growth & Services Chair – (con't)

- Establish & maintain a SILA volunteer and speaker registry
- Expand networking capabilities through additional subcommittees, work groups and expand roles with NIPR, vendors and state/federal regulatory study groups
- Expand current curriculum beyond insurance related subjects to include securities and leadership development offerings
- Grow the membership
- Support existing SILA Chapters and establish new SILA Chapters
- Review and act on opportunities to acquire and/or merge with like organizations

General Duties:

- Make and enforce SILA policies and procedures
- Fill any vacancy on the Board of Directors or on a committee
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Ratify changes in the Bylaws of SILA
- Establish new and adjust existing fees for the organization
- Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Approve the appointment of an Executive Vice President
- Approve all staff positions, including consultants
- Approve annual budget of all salaries and benefits for SILA staff
- Elect persons for honorary membership
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

The Nominations Committee, with the assistance of current Board members, annually reviews and, if necessary, updates Board member position descriptions. Recommended changes are presented to the Board for review.



SILA Board Member Position Description

Nominations Chair

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of Nominations Chair must:

- Be the age of majority
- Be an active or honorary member of SILA for three years

Attainment of SILA certification and/or designation is preferred.

Skills:

Effective public speaking and communication skills
Keen understanding of SILA Bylaws and policies

Term:

The Nominations Chair is elected biennially by the Board of Directors. The Nominations Chair serves a two year term, typically beginning in an odd numbered year. An individual may serve no more than three consecutive two year terms as Nominations Chair.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

Nominations Chair (con't)

Specific Duties:

- Chair the Nominations Committee
- Plan and execute the annual Board of Directors application process and election
- Plan and execute the annual awards nomination and recognition program held in conjunction with SILA National Education Conference
- Develop members in organizational leadership roles and mentor members to assume organizational Board and Officer Positions
- Encourage at least one annual succession planning discussion with the Officers and Board of Directors
- Maintain Board of Directors position descriptions

General Duties:

- Make and enforce SILA policies and procedures
- Fill any vacancy on the Board of Directors or on a committee
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Ratify changes in the Bylaws of SILA
- Establish new and adjust existing fees for the organization
- Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Approve the appointment of an Executive Vice President
- Approve all staff positions, including consultants
- Approve annual budget of all salaries and benefits for SILA staff
- Elect persons for honorary membership
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

The Nominations Committee, with the assistance of current Board members, annually reviews and, if necessary, updates Board member position descriptions. Recommended changes are presented to the Board for review.



SILA Board Member Position Description

Regulatory Advisor - Insurance

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of Insurance Regulatory Advisor must:

- Be the age of majority
- Be an active or honorary member of SILA for three years
- Be currently employed as an insurance regulator

Attainment of SILA certification and/or designation is preferred.

Skills:

Effective communication skills

Term:

Each Insurance Regulatory Advisor position is elected biennially by the Board of Directors. An Insurance Regulatory Advisor serves a two year term, beginning in an even or odd numbered year. An individual may serve no more than three consecutive two year terms as an Insurance Regulatory Advisor.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

Regulatory Advisor – Insurance – (con't)

Specific Duties:

- Serve as liaison between insurance regulators and the Board of Directors
- Plan and execute the insurance regulator panels held at the National Education Conference
- Serve on at least one SILA Subgroup as an advisor

General Duties:

- Make and enforce SILA policies and procedures
- Fill any vacancy on the Board of Directors or on a committee
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Ratify changes in the Bylaws of SILA
- Establish new and adjust existing fees for the organization
- Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Approve the appointment of an Executive Vice President
- Approve all staff positions, including consultants
- Approve annual budget of all salaries and benefits for SILA staff
- Elect persons for honorary membership
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

The Nominations Committee, with the assistance of current Board members, annually reviews and, if necessary, updates Board member position descriptions. Recommended changes are presented to the Board for review.



SILA Board Member Position Description

Regulatory Advisor - Securities

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of Securities Regulatory Advisor must:

- Be the age of majority
- Be an active or honorary member of SILA for three years
- Be currently employed as a securities regulator

Attainment of SILA certification and/or designation is preferred.

Skills:

Effective communication skills

Term:

The Securities Regulatory Advisor is elected biennially by the Board of Directors. The Securities Regulatory Advisor serves a two year term, typically beginning in an odd numbered year. An individual may serve no more than three consecutive two year terms as a Securities Regulatory Advisor.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

Regulatory Advisor – Securities – (con't)

Specific Duties:

- Serve as liaison between FINRA, securities regulators and the Board of Directors
- Assist in planning and presenting the securities related sessions at the National Education Conference
- Serve on at least one SILA Subgroup as an advisor

General Duties:

- Make and enforce SILA policies and procedures
- Fill any vacancy on the Board of Directors or on a committee
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Ratify changes in the Bylaws of SILA
- Establish new and adjust existing fees for the organization
- Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Approve the appointment of an Executive Vice President
- Approve all staff positions, including consultants
- Approve annual budget of all salaries and benefits for SILA staff
- Elect persons for honorary membership
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

The Nominations Committee, with the assistance of current Board members, annually reviews and, if necessary, updates Board member position descriptions. Recommended changes are presented to the Board for review.



SILA Board Member Position Description

Securities Chair

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of Securities Chair must:

- Be the age of majority
- Be an active or honorary member of SILA for three years

Attainment of SILA certification and/or designation is preferred.

Skills:

Effective public speaking and communication skills
Knowledge of securities registration regulations

Term:

The Securities Chair is elected biennially by the Board of Directors. The Securities Chair serves a two year term, typically beginning in an even numbered year. An individual may serve no more than three consecutive two year terms as Securities Chair.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

Securities Chair – (con't)

Specific Duties:

- Serve as a member of the Securities Subgroup
- Plan and execute the securities related sessions at the annual National Education Conference

General Duties:

- Make and enforce SILA policies and procedures
- Fill any vacancy on the Board of Directors or on a committee
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Ratify changes in the Bylaws of SILA
- Establish new and adjust existing fees for the organization
- Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Approve the appointment of an Executive Vice President
- Approve all staff positions, including consultants
- Approve annual budget of all salaries and benefits for SILA staff
- Elect persons for honorary membership
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

The Nominations Committee, with the assistance of current Board members, annually reviews and, if necessary, updates Board member position descriptions. Recommended changes are presented to the Board for review.



SILA Board Member Position Description

Sponsorship & Fundraising Chair

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of Sponsorship & Fundraising Chair must:

- Be the age of majority
- Be an active or honorary member of SILA for three years

Attainment of SILA certification and/or designation is preferred.

Skills:

Persuasion skills

Term:

The Sponsorship & Fundraising Chair is elected biennially by the Board of Directors. The Sponsorship & Fundraising Chair serves a two year term, typically beginning in an odd numbered year. An individual may serve no more than three consecutive two year terms as Sponsorship & Fundraising Chair.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

Sponsorship & Fundraising Chair – (con't)

Specific Duties:

- Solicit SILA members and firms to sponsor SILA's Annual National Education Conference
- Serve on the Finance Committee

General Duties:

- Make and enforce SILA policies and procedures
- Fill any vacancy on the Board of Directors or on a committee
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Ratify changes in the Bylaws of SILA
- Establish new and adjust existing fees for the organization
- Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Approve the appointment of an Executive Vice President
- Approve all staff positions, including consultants
- Approve annual budget of all salaries and benefits for SILA staff
- Elect persons for honorary membership
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

The Nominations Committee, with the assistance of current Board members, annually reviews and, if necessary, updates Board member position descriptions. Recommended changes are presented to the Board for review.



SILA Board Member Position Description

Vendor Relations Chair

As a member of the SILA Board of Directors, one acts in a position of trust for the membership and is responsible for the effective governance of the organization.

Qualifications:

Qualified candidates for the position of Vendor Relations Chair must:

- Be the age of majority
- Be an active or honorary member of SILA for three years
- Be currently or formerly employed by a vendor member

Attainment of SILA certification and/or designation is preferred.

Skills:

Effective communication skills

Term:

The Vendor Relations Chair is elected biennially by the Board of Directors. The Vendor Relations Chair serves a two year term, typically beginning in an even numbered year. An individual may serve no more than three consecutive two year terms as Vendor Relations Chair.

Requirements:

- Commitment to the work of SILA and the fulfillment of SILA's mission
- Participation in quarterly Board meetings (2 hours) and special Board meetings as called
- In-person attendance at the Winter Board meeting (3 days) and the Autumn Board meetings held in conjunction with the National Education Conference (5 days)
- Prepare for and participate in the discussions and deliberations of the Board
- Be informed of the services provided to SILA members and publicly support them
- Foster a positive working relationship with other Board members, SILA staff and SILA members
- Promote diversity and foster a culture of inclusiveness
- Be aware of and avoid any conflicts of interest as evidenced in the annual execution of the conflict of interest attestation form



SILA Board Member Position Description

Vendor Relations Chair – (con't)

Specific Duties:

- Serve as liaison between vendor members and the Board of Directors

General Duties:

- Make and enforce SILA policies and procedures
- Fill any vacancy on the Board of Directors or on a committee
- Meet at such times and places as required by the Bylaws
- Oversee committees, subcommittees, focus groups, board advisory councils and board task forces
- Ratify changes in the Bylaws of SILA
- Establish new and adjust existing fees for the organization
- Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level
- Investigate and recommend to the membership any matter pertaining to the welfare of the organization
- Approve the appointment of an Executive Vice President
- Approve all staff positions, including consultants
- Approve annual budget of all salaries and benefits for SILA staff
- Elect persons for honorary membership
- Submit an annual report to the membership
- Provide criteria for affiliate relationships and granting affiliation to legally organized groups
- Provide for an annual independent financial review by outside auditors or other qualified providers
- Fulfill other duties on behalf of the organization as deemed by the Board of Directors

Position Description Review:

The Nominations Committee, with the assistance of current Board members, annually reviews and, if necessary, updates Board member position descriptions. Recommended changes are presented to the Board for review.