

Job Summary

Howard Mutual directors are elected by policyholders and work together, as a nine-member Board of Directors, to govern the organization, participate in setting the strategic direction for the Company, determine corporate policies, and hire and support the President and CEO.

Responsibilities

The Director has two levels of responsibility: as an individual, and as a member of the Board of Directors.

Individual Responsibilities

- Attends meetings of the Board and assigned committees to stay informed and contributes to Board discussions and decisions
- Prepares for each Board and committee meeting
- Maintains effective communication with other members of the Board and the President and CEO
- Participates fully in discussions at meetings, using relevant questions and comments, while being respectful of others and open to their ideas
- Maintains a level of expertise, as needed, to effectively contribute to the governing capability of the Board
- Abides by the Code of Conduct, all Company policies (e.g., Conflict of Interest Policy, Education Policy), all by-laws of the Company, and applicable plans, standards, and legislation
- Supports Board decisions
- Handles highly sensitive information and adheres to privacy and confidentiality requirements, shares information only where appropriate
- Completes all other duties, as required

Board Responsibilities

- Participates in establishing and periodically reviewing the Company's branding, values, goals, and objectives
- Participates in devising strategies and policies that provide the roadmap for implementing the Company's branding, values, goals, and objectives
- Is responsible and accountable for the direction and governance of the Company
- Participates in the preparation of strategic and succession plans to ensure continuity of leadership for both Board members and the President and CEO

- Hires and supports the President and CEO and reviews the President and CEO's performance
- Provides sound financial oversight
- Consults with subject matter experts, as needed, to make informed decisions, including directors, the President and CEO, employees, legal, and other expert counsel
- Advances the Company's public image
- Strengthens the effectiveness of the Board
- Completes all other duties, as required

Qualifications

- Meets the Director qualifications as outlined in Howard Mutual's by-laws (see our website for details)
- Desires to serve the interests of Howard Mutual and all its policyholders
- Commits to, and acts with, the highest ethical standards
- Understands the mutual insurance system and its philosophy
- Has experience in strategic planning and business development, considered an asset
- Understands business functions such as human resources, finance, marketing, underwriting, etc., considered an asset
- Is able to commit adequate time to attend and prepare for meetings or events:
 - Three-year term (normally)
 - Regular Board meetings in Ridgeway, Ontario (maximum of 12 per year)
 - Participate in educational sessions (minimum two per year)
 - Board Planning Working Session (determined annually, if required)
 - Howard Mutual Annual General Meeting (annually in March)
 - Ontario Mutual Insurance Association/Farm Mutual Reinsurance Plan Annual General Meeting (annually in March)
 - Group A Annual General Meeting (annually in November)
 - Participate in two to three committees (additional meetings)
 - NAMIC/CAMIC conferences on a rotational basis with other directors
 - P&M Conference on a rotational basis with other directors
 - Any other special meetings as properly declared (number unknown)

Skills

- Ability to work individually as well as part of a team
- Communication skills, written and verbal
- Maintains a positive working relationship and liaison with all business partners (e.g., President and CEO, Board members, customers, third parties, etc.)
- Ability to read, analyze, and process documents
- Accountability
- Analytical and decision-making skills
- Fosters a transparent and accountable environment
- Problem-solving skills
- Sound judgement
- Strategic thinking
- Ability to remain calm in urgent situations
- Adapts to new technology
- Integrity
- Listens attentively and responds appropriately
- Professionalism
- Willingness to learn

Working Conditions

- Extended periods of sitting
- Occasionally required to meet deadlines
- Occasionally required to respond to the demands of customers and of those who have a vested interest
- Frequently required to concentrate
- Occasionally required to travel
- Occasionally required to work evenings and/or weekends

Remuneration Other Than Regular Pay

All expenses incurred directly pertaining to performing a duty as a Director are paid, when sanctioned by the Board, including travel, meals, accommodation, and other expenses.

The Company provides Director and Officer Liability insurance coverage for all directors as well as a comprehensive benefits package.