

Position Description

Position: Insurance Officer

Date: June 2015

Responsibilities:

- To be accessible to members by being committed to attend general meetings on a regular basis
- To educate members on insurance matters, i.e.:
 - requirements for public liability insurance on trips as outlined in Constitution / Bylaws and Insurance Product Disclosure Statement (esp. records of prior trip approval and trip attendance, incident reports, avoidance of non approved activities, completion of risk assessments)
 - availability and requirements for volunteer workers insurance (to be approved by 4w d Qld SIO and the Insurer prior to the event)
 - availability of vehicle insurance from the 4w d Qld insurance provider
- To seek guidance on insurance matters from the 4w d Qld State Insurance Officer (SIO)
- To attend trip committee meeting periodically to ensure they understand insurance requirements
- Check insurance premium is up to date (currently due 31 May each year)

Reporting:

- Reports to Treasurer.

Financial Authority:

- As ratified by the Management Committee upon presentation of a proposal.
- NOTE: All expenditure is to be approved or ratified at a Management Committee Meeting prior to purchase of goods or payment of accounts.

Records:

- Trip approval via trip committee minutes, Where Are We Going (WAWG) and club magazine
- Trip attendance via trip sign on sheets
- Trip risk assessments
- Incident reports
- All files and or work in progress is handed over to the successor (or as determined by president) when the position is vacated.