



ATHLETIC
THERAPISTS
ASSOCIATION
OF BC

Insurance Director Roles and Responsibilities

- 1) Management of Insurance Task Force (ITF):
 - a. Recruit member volunteers to assist with ITF Roles and Responsibilities.
 - b. Schedule and lead regular meetings with ITF and ensure that an accurate and concise record of the minutes are taken at each meeting.
 - c. Delegate responsibilities to the ITF and put forth clear expectations regarding the task itself, communication regarding progress and realistic timelines for follow-ups and completion.
 - d. Encourage and promote ideas within the ITF for the creation of Insurance related tasks.
 - e. Encourage ideas for use of the fiscal year's budget and determine the feasibility of said ideas.
 - i. Communicate with the Treasurer for current budget and future budget expectations.
 - f. Liaise between the Board of Directors (BOD) and the ITF on current tasks, opportunities, decisions made or ideas brought forward by the ITF.
- 2) AT Coverage Spreadsheet:
 - a. Maintain the spreadsheet in Google Docs
 - i. Make the necessary changes and additions on a regular basis
- 3) Point of Contact for Insurance Companies:
 - a. Create or Modify a Presentation intended to:
 - i. To inform insurance companies about our profession
 - ii. Send out presentation to point of contact
 - iii. Present information directly where applicable
 - b. Communication is to be with ID email
- 4) Administrative Duties:
 - a. Respond to communications between members, CATA, external inquiries and the BOD in a timely fashion via ATABC email and Redbooth.
 - b. Attend regularly scheduled BOD meetings.
 - c. Work within the allotted Marketing Budget for the current fiscal year.
 - d. Provide an annual report to the membership of the insurance task force accomplishments and future plans.