



The Insurance
Institute of London
Chartered Insurance Institute

COUNCIL

TERMS OF REFERENCE

1. Purpose of the Insurance Institute of London

The IIL's objective is to broaden the education of members and promote best practices to build public trust in the insurance and financial planning profession.

Its role is to deliver a local membership proposition that is relevant and fit for purpose. This proposition will cover an inclusive CPD programme, revision support and an annual networking dinner and social activities.

2. Title of the Committee is the Council of the Insurance Institute of London

3. Responsibilities

The government and control of the Institute, its property, affairs and business are vested in the Council under the Constitution.

Council delegated responsibility for the management of the Institute to EXCO. All EXCO recommendations will be referred to Council for ratification as Council remains the supreme decision-making forum. EXCO has responsibility for receiving and approving all strategic proposals before their consideration by Council. It also oversees the application of the Institute's policy and objectives as agreed by Council. It agrees the Council agendas and supporting documents, then afterwards ensures the necessary actions are taken.

4. Expected output

To make recommendations to ensure the IIL scores the maximum available to it in the CII Local Institute Assessment.

5. Composition

The Council consists of the following:

- a) The President
- b) The Deputy President
- c) The Deputy President-Designate
- d) The Treasurer
- e) The Immediate Past President
- f) The Institute Secretary (CEO)
- g) Members holding other Institute roles, such as CII Local Institute National Forum Representatives
- h) Up to 3 Vice-Presidents
- i) The chairs of any committees and subcommittees

- j) Up to five other members who are appointed at the AGM; the CII's Local Institute Assessment Criteria suggest that the IIL's three largest employers of IIL members are represented on Council.

All IIL committees aspire to achieve a diverse membership.

All members of the Council retire annually at the AGM but shall be eligible for re-election.

6. Meetings

Council will generally meet three times annually with the first meeting being held in early November; the second meeting should generally be held in mid-March and the third in early July.

7. Quorum

A quorum of **three** people, excluding staff, is required for Council and all committees.

What happens when a meeting is inquorate?

If a quorum is not achieved or is lost part of the way through a meeting, Minutes will be written for the period the meeting was quorate. After that, a report of the subsequent proceedings will be written and circulated to Committee members for their consideration.

A member of the IIL Secretariat is required to participate in every IIL meeting for general guidance and note-taking purposes.

8. What is expected of a committee member?

On appointment, each committee member is sent the following guidance note:

Thank you very much for agreeing to volunteer. We appreciate your interest in the Institute's work and your willingness to contribute your expertise.

Your role is: President, Deputy President, Deputy President Designate, Treasurer, Vice President or Council member

What we ask of you:

- a. Participate in meetings: This Committee only meets three times a year, and meeting dates are set well in advance, so we ask that you make every effort to participate, primarily online or in-person, when circumstances allow. Failing that, we invite you to email your proposals to the Secretariat to feed them into the discussion. A nil return is to be avoided.
- b. Participate in IIL events: The IIL will have a number of events annually; therefore, it's important to try to participate in those events in person or live online. Failing that, you can catch up via webcasts. Also, encourage involvement by your colleagues in our activities.
- c. Subscribe to communications: Don't miss invitations to IIL's events. Go to www.cii.co.uk; click on Login; insert your email/PIN and password; at the My CII Dashboard screen, click on My Profile and go to Communication preferences and check you are opted in to receive Local Communications.
- d. Social media: We ask you to follow IIL on [LinkedIn](#), and [Instagram](#) and encourage you to share and tag content.

- e. Membership of IIL: Because every committee calls on IIL staff resources, you should be a member of the Insurance Institute of London or be willing to transfer your CII membership to London. If you are not a member, you can join instantly [online](#). The only exception is for ex officio representatives of other professional or trade bodies.
- f. Three strikes - Failure to participate in three consecutive committee meetings without adequate prior notice, explanation and provision of an alternate will result in automatic forfeiture of your place on the Committee. Alternates are acceptable and have voting rights. Alternates must be IIL members.
- g. No contract or other commitment may be made in the name of the Insurance Institute of London without the permission of an IIL Officer (President, Deputy President, Treasurer or Immediate Past President) or the Institute Secretary.

9. What you can expect from the IIL Secretariat:

- a. We convene every official committee meeting by sending an online meeting invitation at least five days in advance and usually substantially earlier. Subsequently, we circulate an agenda and any supporting documents, usually one to two weeks in advance.
- b. We attend every official committee meeting to provide guidance and take notes.
- c. We will be present online or in-person on the day of an IIL event to ensure smooth running.

10. Annual review of Committee and committee member contribution

- a. Purpose: For the Chair, Institute Secretary (CEO) and Committee members to review the achievements of the Committee and agree on improvements.
- b. Has the Committee's output met the expected minimum requirement?
- c. Does it need additional support from new members?
- d. Three strikes – As above, committee members' failure to participate in three consecutive committee meetings without adequate prior notice, explanation and provision of an alternate will result in automatic forfeiture of the place on the Committee. Alternates are acceptable and have voting rights. Alternates must be IIL members.

Onboarding pack

Introduction

Welcome to the Insurance Institute of London. We are an unincorporated association. The CII funds us to deliver member benefits in our region.

For the period 2025-26

The President of the IIL is Ken Norgrove, FCII, Chartered Insurer, CEO, Intact UK & International.

You have been elected as President, Deputy President, Deputy President Designate, Treasurer, Vice President, IIL's representative on the CII Local Institute National Forum or Committee Chair.

Your appointment is for one year and is subject to election/re-election. If your CII membership lapses, you will forfeit your position.

Three strikes - Failure to participate in three consecutive committee meetings without adequate prior notice, explanation and provision of an alternate will result in automatic forfeiture of place on the committee. Alternates are acceptable and have voting rights. Alternates must be IIL members.

Context

The role of the CII is to promote public trust in the insurance and financial planning profession.

The Board of the CII is [here](#).

The CII's Strategic Plan for 2023 – 2027 is [here](#).

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1) President of the Insurance Institute of London - Synopsis

About the Insurance Institute of London

The Insurance Institute of London (IIL) is an unincorporated association. Founded in 1907 and with more than 25,000 members today, it is by far the largest local Institute of the Chartered Insurance Institute (CII) group, the professional body for those working in insurance and financial planning in the UK. The role of the CII is to promote public trust in insurance and financial planning.

The IIL is a separate entity from the CII but is funded via an annual grant. The CII is financed from membership subscriptions, examinations, and learning materials sales. The IIL's funding is derived through independently assessed success against criteria set by the CII.

What we do

The IIL's objective is to broaden the education of members and promote best practices to build public trust in the insurance and financial planning profession.

Its role is to deliver a local membership proposition that is relevant. This proposition covers an inclusive CPD programme, revision support and an annual networking dinner and social activities.

Who are we?

The IIL employs a 5-person secretariat who run the IIL on a day-to-day basis, according to policies that have been agreed by the IIL's 40-person Council and guided by an Executive Committee (EXCO) and supporting groups such as the IIL's Finance Committee. The Institute Secretary (CEO) oversees the secretariat team and has worked for the IIL for 20+ years and with the CII group in total for 37+ years.

About the role of the President

As an Officer of the IIL, the President is elected annually by the membership of the IIL at the Annual General Meeting and serves for 12 months. Together with the other members of the IIL's EXCO and Council, the President provides strategic oversight and policy guidance to the IIL. This is done via the following online meetings:

EXCO – 3 x 2.5 hrs. per year

Council 3 x 2 hrs. per year

The Secretariat provides comprehensive briefing notes in advance of every meeting, so preparation reading time in advance of each meeting is approx. 30 mins.

Questions? Please contact the Institute Secretary (CEO) Allison Potts via allison.potts@cii.co.uk or 0787 911 6113.

The President's Terms of reference

The President of the Insurance Institute of London fulfils both an ambassadorial and representative role, with the focus to:

- Represent the London institute at local and national events
- Maintain the profile of the London institute
- Develop and expand the services of the London institute for the benefit of all members
- Liaise with other appropriate professional bodies in the area
- In conjunction with the Deputy President and Treasurer, ensure the London institute is run on a financially sound basis.

The role of the London institute is primarily to adopt the objectives of the CII, as defined in its Charter and Byelaws, for the benefit of London members, prospective members, students and the local insurance and financial services community. Consequently, the President should develop a close working relationship with the CII.

1. RESPONSIBILITIES

The President will develop a programme of activities with the Secretary to satisfy the Institute's goals, as set out in the CII's Local Institute Assessment Criteria.

The President is elected for 12 months at the IIL's Annual General Meeting and takes office at the close of that meeting.

The President may wish to choose a theme for their period in office which supports the Institute's membership and the broader London Market.

Specific responsibilities include:

- To act as an ambassador for the London institute at all local and national functions.
- To follow CII national policy/guidelines for implementation at a local level.
- To take forward ideas/topics from the London institute direct to the CII via the CII Local Institute National Forum.
- To chair the London institute Council and EXCO meetings and oversee and direct Council. All papers must be read in advance of the meeting. Where it is appropriate to do so, the views of the Council or the wider membership are obtained and put forward.
- With the London institute staff, create an annual development plan in conjunction with the CII Regional Membership Manager.
- The London institute staff will complete the annual local institute assessment in conjunction with the CII Regional Membership Manager.
- In conjunction with the Institute Secretary (CEO), to ensure the London institute acts at all times within its Constitution.
- To encourage recruitment of new members.
- To encourage existing members' involvement in London institute activities.
- With the Nominations Committee, develop and maintain a succession plan for the core London institute Council roles.
- To promote the objectives of the CII whenever possible.
- To develop and maintain a working relationship with the London institute and CII staff.
- To promote Continuing Professional Development (CPD).
- To work with London institute's Council and committees to ensure CPD programmes reflect relevant and current issues.

- With the London institute staff, liaise with other professional and academic bodies to further the educational and social development of the local membership.
- To promote healthy, ongoing dialogue between the London institute, the National Forum and the CII.
- To attend relevant social functions in their official capacity.
- To attend the CII Conference or nominate a representative.

2. DELEGATION

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 who comprise the Executive Committee (EXCO). All recommendations will be referred to Council for ratification as the government and control of the London Institute and its property, affairs, and business remains vested in the London Council.

3. CONSTITUTIONAL RESPONSIBILITIES

The President should familiarise themselves with the London institute's Constitution. Institute affairs must be conducted following the Constitution. The Institute Secretary will advise you in this regard.

4. FINANCIAL MANAGEMENT

The London institute has a treasurer who is, together with the President and deputy president, responsible for the financial management of the London institute. IIL Treasurers are diligent and experienced, but the President, as the Senior Officer during the institute year, should ensure that:

- a. Auditors have been appointed following the London institute's Constitution
- b. The London institute's accounts have been properly scrutinised and are available for random audit during the year
- c. A budget has been prepared. Ongoing checks are carried out to identify any significant variances, and remedial action (if necessary) is taken at the earliest possible opportunity.
- d. Regular financial reports are submitted to the London institute Council. Should any financial difficulties be identified, contact should be made with the CII (via the Finance Department) immediately.

5. AS A VOICE FOR THE LONDON INSTITUTE

From time to time, the CII seeks the views of local institutes on various issues such as requests for statistical information, opinions on examination provision, CPD speakers, tuition matters etc. The President must ensure that their institute does respond so that the CII can develop plans and make decisions based on the views and information submitted by local institutes. A lack of response means that the views of the London membership will not be taken into account.

Deputy President & Deputy President-Designate - Synopsis

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The IIL is a separate entity from the CII but is funded via an annual grant. The CII is financed from membership subscriptions, examinations, and learning materials sales. The IIL's funding is derived through independently assessed success against criteria set by the CII.

What we do

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Its role is to deliver a local membership proposition that is relevant. This proposition covers an inclusive CPD programme, revision support and an annual networking dinner and social activities.

Who are we?

The IIL employs a 5-person secretariat who run the IIL on a day-to-day basis, according to policies that have been agreed by the IIL's 40-person Council and guided by an Executive Committee (EXCO) and supporting groups such as the IIL's Finance Committee. The Institute Secretary (CEO) oversees the secretariat team and has worked for the IIL for 20+ years and the CII group for 37+ years.

About the role of the Deputy President and Deputy President-Designate

The Deputy President is an Officer of the Insurance Institute of London.

The Deputy President and the Deputy President-Designate are elected annually by the membership of the IIL at the Annual General Meeting and serve for 12 months, respectively.

Together with the other members of the IIL's EXCO and Council, the Deputy President provides strategic oversight and policy guidance to the IIL. This is done via the following online meetings:

EXCO – 3 x 2.5 hrs. per year

Council 3 x 2 hrs. per year

Finance Committee 2 x 2 hrs. per year – the Deputy President Chairs this Committee and is supported by the Treasurer and Secretariat.

The Secretariat provides comprehensive briefing notes in advance of every meeting, so preparation reading time in advance of each meeting is approx. 30 mins.

Questions? Please contact the Institute Secretary (CEO) Allison Potts via allison.potts@cii.co.uk or 0787 911 6113.

The Deputy President and Deputy President Designate's Terms of Reference

RESPONSIBILITIES

The Deputy President and Deputy President Designate's terms of office are primarily in preparation to assume the presidential role. They will collaborate with the President and EXCO to ensure that the Institute evolves smoothly and seek to develop a theme for their forthcoming terms in office that build upon what has been achieved in the past.

The role of the Deputy President and Deputy President-Designate of the Insurance Institute of London is to support the President during their year in office during which they will 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 Deputy President and the Deputy President-Designate are elected for 12 months respectively at the Annual General Meeting. They take office at the close of the Annual General Meeting. While it is customary that they shall subsequently succeed the President, this is not mandatory and is subject to election at subsequent Annual General Meetings.

Responsibilities specific to the Deputy President include:

- To support the President and deputise for the President when the President cannot attend meetings or events.
- To chair the London institute's Finance Committee and work with the London institute's Treasurer and permanent staff to understand the financing of the London institute.
- In conjunction with the London institute staff, to support the President in creating an annual development plan.
- To support the President throughout the annual local institute assessment in conjunction with the London institute staff.
- To shadow the President to prepare for their term of office.
- To encourage recruitment of new members of the CII (and thus of the local Institute) in conjunction with the Secretary.
- To encourage existing members to become involved.
- As a member of the Nominations Committee, help identify potential successors as deputy president for recommendation to EXCO and Council.
- To work with other members of the Council to understand the Constitution and the roles performed by the various council members and staff.
- To develop (by the end of the March following election as deputy president) in conjunction with other council members a programme of CPD events for the forthcoming presidential year.
- To take on such other responsibilities as the President may require and commensurate with the arrangements agreed by the London institute's Council.
- To understand how and why the Local Institute National Forum operates and become involved or provide support to that Forum as determined by the London Council.
- To attend the CII Conference or nominate a representative.

Treasurer - Synopsis

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About the role of the Honorary Treasurer

As an Officer of the IIL, the Honorary Treasurer is elected annually by the membership of the IIL at the Annual General Meeting. The Honorary Treasurer and the other members of the IIL's Finance Committee, EXCO and Council provide strategic oversight and policy guidance to the IIL. This is done via the following online meetings:

Finance Committee – 2 x 2 hrs. per year EXCO – 3 x 2.5 hrs. per year Council 3 x 2 hrs. per year

The Secretariat provides comprehensive briefing notes in advance of every meeting, so preparation reading time in advance of each meeting is approx. 30 mins.

Service providers

Relevant services are provided to the IIL by the following:

Auditors – PricewaterhouseCoopers

Bankers – Santander

Payroll – RSM

Questions? Please contact the Institute Secretary (CEO) Allison Potts via allison.potts@cii.co.uk or 0787 911 6113.

Treasurer – Terms of reference

Working with the London institute's permanent staff, the Treasurer's role is to ensure the financial integrity of the local Institute. They provide regular financial reports to Council and report any budgetary concerns to the President.

Specific responsibilities include:

- Reporting on the financial standing of the London institute as required.
- Ensuring that financial transactions are appropriate and financial affairs are conducted within the London institute's Constitution.
- In conjunction with the London institute's permanent staff, prepare the annual budget for assessment by the London institute's Finance Committee for onward recommendation to EXCO and Council.
- In conjunction with the London institute's permanent staff, ensuring that the grant application to the CII is appropriately completed and accurately reflects the needs of the local Institute.
- Reporting to Council on the financial results of London institute and making recommendations for any future actions that should be taken via the London institute's Finance Committee.
- Arranging for an annual audit of the London institute's accounts and annual financial statements. The London institute's staff and service providers produce a set of annual financial statements for presentation to the London institute's auditors, Finance Committee, Council, and the AGM.
- In the event of concern of material malpractice or that the London institute is likely to become insolvent, report the matter to the CII.
- Overseeing the London institute's permanent staff issuing payments upon production of authorised payment requests; ensuring all creditors are paid within established credit terms, and all funds are collected from debtors within acceptable periods.
- The London institute's permanent staff will ensure that all necessary returns are submitted to the CII.
- Overseeing the London institute's permanent staff to ensure bank accounts are reconciled periodically and within a reasonable timeframe.

In conjunction with the London institute's Nominations Committee, the Treasurer will work to establish a succession plan for the role of Treasurer.

Immediate Past President – Synopsis

The Immediate Past President is an Officer and remains a member of the London institute Council and EXCO for 12 months following their presidency. They continue to support the work of the Council and EXCO, offering help and advice.

The role works to raise the profile and act as an ambassador for the London institute.

Main responsibilities:

- To offer advice and support the work of the London Institute to develop the local proposition for the benefit of all members.
- To foster relationships between the London institute, neighbouring institutes and the CII.
- To act as an ambassador for the London institute into the broader insurance and financial planning advice profession.