



## **Policies and Procedures Manual**

August 30, 2011

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## **I. Executive Committee**

The Executive Committee's responsibility is to give direction to the day-to-day role of the Executive Director. The Executive Committee consists of the presidents of the IABA and the IABA Foundation, and the Executive Director. Other leaders may attend the meetings at the invitation of the Executive Committee.

The Executive Committee meets once per week for one hour. The Executive Director will report on all activities on his/her desk and discuss the future direction of these activities with the presidents.

## **II. IABA Cabinet**

The Cabinet consists of the elected officers of the IABA, namely: the president, the vice-president, the treasurer, the secretary and the student liaison.

The Cabinet's role may include:

- Keeping each other apprised on issues affecting each leader; and
- Reviewing proposed policies and other proposals prior to presentation to the full Board of Directors for its consideration.

The Cabinet meets once per month for one hour.

## **III. Officers**

President:

The President's responsibilities may include:

- Initiating programs and events that are in keeping with the organization's mission, both domestically and internationally;
- Presiding over and setting agenda for meetings of the Cabinet and IABA Board of Directors;
- Presiding over the Business Meeting at the Annual Meeting;
- Representing the IABA at various events;
- Participating in the Executive Committee;
- Presiding over and setting agenda for the Annual Leadership Retreat;
- Participating in CAC meetings;
- Signing IABA award certificates.

Vice President:

The Vice President's responsibilities may include:

- Planning the Annual Meeting;
- Setting goals for the Annual Meeting Planning Committee;

- Managing members and tasks of the Annual Meeting Planning Committee;
- Participating in meetings of the Cabinet;
- Acting as President in the absence of the President.

Secretary:

The Secretary's responsibilities may include:

- Transcribing the minutes for the Annual Meeting business meeting;
- Transcribing the minutes for all Board meetings;
- Distributing minutes to Board members prior to each Board meeting;
- Creating and distributing Board meeting agendas;
- Participating in meetings of the Cabinet;
- Serving as the liaison between the Board and the Newsletter Committee;
- Serving on the Newsletter Committee if needed;
- Serving as the liaison between the Board and the Technology Committee;
- Serving on the Technology Committee if needed;
- Signing IABA award certificates.

Treasurer:

The Treasurer's responsibilities may include:

- Preparing all financial statements for the IABA;
- Managing the budgeting and forecasting process;
- Serving on the Annual Meeting Planning Committee;
- Providing receipts to all persons forwarding funds to the IABA;
- Acting as the primary and required signatory on check disbursement for the IABA;
- Forwarding appropriate documentation to accountants for production of financial statements;
- Working with accountant on preparation of all IABA tax returns and other IRS requirements;
- Reviewing all IABA contracts and acting as the signatory on contracts;
- Managing and following the IABA Finance calendar (see below);
- Participating in meetings of the Cabinet;
- Managing audits for IABA.

#### Finance Calendar

5<sup>th</sup> of each Month – IABA & IABA Foundation financials due to accountant  
 January 15 – IABA Annual Meeting budget due  
 February 1 – IABA & IABA Foundation budgets due  
 March 15 – Information due to accountant for IABA & IABA Foundation tax preparation  
 May 15 – IABA & IABA Foundation tax filings due  
 June 4 – Renew worker's compensation insurance with The Hartford  
 June 15 – IABA & IABA Foundation audits to be completed

November 11 – Renew Flex Plus insurance through Philadelphia Insurance Company for both IABA and IABA Foundation  
December 5 – Renew Business Owners insurance through The Hartford

Student Liaison:

The Student Liaison’s responsibilities may include:

- Representing the interest of collegians and actuarial students;
- Assessing the needs and helping develop strategies to better address the needs of collegians and actuarial students;
- Communicating with collegians and actuarial students;
- Serving on the Annual Meeting Planning Committee;
- Setting agendas for the high school and college outreach sessions at the Annual Meeting;
- Participating in meetings of the Cabinet;
- Recruiting attendees for the high school and college outreach session at the Annual Meeting.

Executive Director:

The Executive Director (ED) manages the day-to-day affairs of the IABA, under the supervision of the President.

The ED manages all aspects of CAC meetings and partnerships by:

- Creating a meeting binder for each CAC meeting;
- Sending binder to the Executive Committee for approval at least one week before printing;
- Coordinating meeting planning and executing meetings along with the CAC Chair;
- Serving as the primary contact person for any needs of the CAC members;
- Communicating with the CAC members on updates, meeting notices, sponsorship renewal information, invoices, etc.

The ED serves on the Annual Meeting Planning Committee by:

- Acting as the primary contact person for the Annual Meeting event planner;
- Managing all aspects of meeting planning, along with the Committee Chair.

The ED supports the IABA website and Technology Committee by:

- Managing communications between IABA and the Website developer
- Coordinating all website change requests from Committee leaders and sharing with Technology Committee and developer;
- Assisting Technology Committee with simple website updates and maintenance.

The ED serves on the Scholarship Committee by:

- Administering Scholarship applications;
- Receiving all application files;

- Opening a digital file for each candidate, where all of the candidates application documents will be saved;
- Saving hard copies of documents to a physical file, when appropriate;
- Sending weekly reports to the Scholarship Committee with application data, during application season;
- Notifying applicants of the decisions of the Scholarship Committee;
- Distributing and collecting all acceptance letters and disbursement information;
- Managing all aspects of Scholarship recipient travel and reimbursements for the Annual Meeting;
- Serving as the primary contact person for all Scholarship recipient questions and concerns.

The ED supports the Mentoring Committee by:

- Answering questions received via email and phone;
- Assisting students in deciding which Mentoring service will best serve their needs;
- Assisting Mentoring leader in planning and execution of Mentor Resource Conference calls.

The ED supports the Finance Committee by:

- Sending checks received to Treasurer within five (5) business days;
- Recording receipt on the IABA admin website for all checks received for orders placed on the website;
- Generating receipts for users and sponsors when requested;
- Forwarding all invoices to Treasurer for processing.

The ED serves on the Corporate Solicitation and Fund Development Committees by:

- Managing the distribution list for Corporate Solicitation efforts;
- Coordinating and executing all Corporate Solicitation mailing and marketing efforts;
- Keeping track of responses as a result of solicitation efforts in the database;
- Keeping track of all individual donations in a separate database.

Additionally, the ED assists by:

- Responding to all phone calls and emails received on a given business day within 24 hours. Phone calls and emails received over the weekend or a Holiday will be responded to upon return to the office on the next business day;
- Forwarding a report of all Foundation hours worked to the Treasurer before the last Tuesday of each month;
- Managing all RFP processes for IABA and IABA Foundation;
- Performing all other duties as assigned and agreed upon by the President and/or the Board.

#### **IV. IABA Board of Directors**

The IABA Board of Directors consists of nine persons, as follows:

Three officers of the IABA: President, Vice President and Treasurer, and six additional Directors.

Each of the three officers will serve a one-year term. Each of the six additional Directors will serve a 2-year term, on a staggered basis.

Upon becoming immediate past president, an out-going president will serve as a Director for a two-year period.

#### **V. IABA Foundation**

Duties:

The IABA Foundation shall be responsible for:

- Directing the activities of the Corporate Solicitation Committee and the Fund Development Committee
- Receiving donations generated as a result of the activities of the Corporate Solicitation Committee and Fund Development Committee;
- Managing the activities of Scholarship Committee;
- Establishing programs consistent with the guidelines of the IABA Foundation Grant Policies and Guidelines.

Each member of the Board shall make an annual donation to the IABA Foundation in the amount of one year's full membership.

#### **VI. IABA Foundation Board of Directors**

The Board of Directors of the IABA shall appoint the Board of Directors of the IABA Foundation. The IABA Foundation Board of Directors determines the policy operations of the IABA Foundation, which utilizes a structure of standing committees. The standing committees are Corporate Solicitation Committee, Fund Development Committee and Scholarship Committee.

Composition:

The Board shall consist of an odd number of directors not to exceed nine (9) nor be less than five (5). The Board shall consist of the President, the Vice President, the Secretary, the Treasurer, and an odd number of at-large members. At least two (2) members of the Board shall not be a member of the IABA Board of Directors.

Term of Office:

There are no term limits for these offices.

President:

The management of the IABA Foundation is the responsibility of the President. The President reports to the Executive Committee concerning Foundation business.

The duties of the President include but are not limited to the following:

- Presiding over meetings of the IABA Foundation Board;
- Setting the agenda for the IABA Foundation meetings;
- Leading the Corporate Solicitation Committee;
- Leading the Fund Development Committee;
- Participating in the Executive Committee;
- Participating in CAC meetings.

Vice President:

The Vice President's duties may include:

- Presiding over meetings of the IABA Foundation in the absence of the President;
- Leading the Scholarship Committee;
- Participating in IABA Foundation Board meetings.

Secretary:

The Secretary shall maintain the minutes of the meetings of the IABA Foundation Board.

Treasurer:

The Treasurer's responsibilities may include:

- Preparing all financial statements for the IABA Foundation;
- Managing the budgeting and forecasting process;
- Providing receipts to all persons forwarding funds to the IABA Foundation;
- Acting as the primary and required signatory on check disbursement for the IABA Foundation;
- Forwarding appropriate documentation to accountants for production of financial statements;
- Working with accountant on preparation of all IABA Foundation tax returns and other IRS requirements;
- Reviewing all IABA Foundation contracts and acting as the signatory on contracts;
- Managing audits for IABA Foundation.

## **VII. Committees**

### Corporate Solicitation:

The Corporate Solicitation Committee is responsible for developing and cultivating prospective corporate sponsors.

The Corporate Solicitation Committee's responsibilities may also include:

- Identifying prospects and cultivating relationships with potential corporate sponsors;
- Maintaining and expanding existing sponsor relationships;
- Managing and maintaining the corporate solicitation database;
- Overseeing corporate sponsorship fundraising events;
- Managing the documents and information on the Corporate Sponsorship webpage;
- Developing and/or maintaining promotional and educational materials for Foundation activities.

### Education:

The mission of the Education Committee is to promote the core goals of IABA by increasing awareness of the actuarial science discipline especially among Black populations through the design and support of educational programs, projects, and services facilitated and implemented through Affiliate groups as well as other organizations aligned with IABA's core mission.

The Education Committee's responsibilities may include:

- Recommendation of ideas for activities;
- Development of educational materials;
- Assessment of activities;
- Presentations at conferences;
- Support of Affiliates' outreach efforts;
- Attendance at partner organization's educational meetings.

### Finance:

The Finance Committee's responsibilities may include:

- Creating and managing the IABA and IABA Foundation budgets;
- Managing and following the IABA Finance calendar;
- Managing audits for IABA and IABA Foundation;

- Pricing of IABA products, such as job postings, Annual Meeting registration fees, Membership fees, etc.;
- Management of contracts entered into by IABA;
- Working directly with and supporting the treasurer;
- Overseeing the transition of the office of treasurer.

All actions above are subject to Board approval where appropriate. The Finance Committee will meet quarterly, prior to each quarterly Board meeting.

#### Fund Development:

The role of the Fund Development Committee is to secure additional sources of financial support for IABA, outside of Corporate Solicitation, through current and deferred gifts of cash, securities, royalties, grants, trusts, real property, and tangible personal property.

The Fund Development Committee's responsibilities may also include:

- Seeking grant opportunities;
- Writing grant inquiries and grant applications;
- Managing the individual donation program;
- Managing the information on the Individual Donation webpage;
- Donor recognition;
- Revising and updating individual donation materials as needed;
- Educating and encouraging Board members in their personal philanthropy towards IABA.

#### Human Resources:

The Human Resources Committee shall administer the compensation plan for the Executive Director and ensure that the management of IABA is in compliance with legal responsibilities as an employer. The Committee shall provide oversight for the IABA Board's annual review of the Executive Director's performance and compensation package. The Committee shall also propose and administer policies as necessary and appropriate to ensure a fair and professional environment for employees and volunteers to work.

**Employment Related Agreements:** The Human Resources Committee shall oversee the following employment related agreements. Any material revisions to these documents should be reviewed in advance by IABA's attorney and copies of the final documents should be provided to IABA's attorney.

- IABA Employment Agreement
- IABA/IABA Foundation Management Agreement
- Leased Employee Acknowledgement

**State Registration:** IABA is required to register as an employer in the state in which we employ workers. Specific requirements and procedures for registration vary by state. Any state account numbers assigned for tax remittance purposes must be provided to

ADP for payroll processing. Currently, IABA is registered in the state of Connecticut with the following state agencies:

- Connecticut Secretary of State
- Connecticut Department of Revenue Services
- Connecticut Department of Labor

Payroll Processing: IABA utilizes ADP as its vendor for payroll services. ADP provides the following services:

- Payroll processing
- Remittance of employment taxes to appropriate taxing authorities on our behalf
- Prepares employee withholding tax statements (W-2)

Payroll is processed bi-weekly via ADP Customer Service telephone order. Contact ADP Customer Service (312-935-7030) on the Monday preceding the Friday payroll date. Payroll may be processed earlier than this date but no later than the Tuesday preceding the Friday payroll date. Only one payroll cycle may be processed at a time. Only an authorized IABA representative on record with ADP may process payroll. The following information must be provided to the customer service representative:

- IABA's Company Code
- Start and end dates of the current payroll period
- Date the check is to be issued for the current payroll period
- Confirm the amount of base salary and the amount of insurance benefit for the current payroll period

Payroll is paid via direct withdrawal from IABA's checking account and direct deposit to our employee's bank account. ADP mails payroll reports to IABA Treasurer each payroll cycle. The Treasurer is responsible for mailing the employee copy of the payroll receipt to the Executive Director within two business days of receipt.

Vanguard Simple IRA: On each bi-weekly payroll date, an authorized IABA representative must also process a deposit of the employee and employer contributions to the Executive Director's Vanguard Simple IRA account. Process this deposit on-line at Vanguard's website, [www.vanguard.com](http://www.vanguard.com).

Membership:

The Membership Committee's responsibilities may include:

- Growing the membership of IABA among those persons accumulated in our database;
- Increasing the number of participants attending the Annual Meeting;
- Developing materials which better market IABA to potential members, sponsors, supporters, and other interested parties.

Mentoring:

The Mentoring Committee will consist of one or two co-leaders and an indefinite number of volunteers. The co-leaders will direct the program, consistent with the IABA's strategic direction.

Responsibilities of the Mentoring Committee may include:

- Ensuring that traditional mentors and mentees are properly matched;
- Ensuring that all mentee requests are handled in a timely manner;
- Ensuring that each IABA Scholarship recipient is assigned a mentor;
- Ensuring that there are sufficient volunteers to meet mentees' needs; and
- Ensuring that mentors and mentees get the coaching they need to have effective relationships.

Newsletter:

The Newsletter Committee's responsibilities may include:

- Writing at least 3 IABA newsletters annually;
- One newsletter shall include a recap of the IABA Annual Meeting;
- The distribution of newsletters via the IABA website and e-blast to membership and mailing list members.

Scholarship:

The Scholarship Committee's responsibilities may include:

- Managing the online scholarship application and selection processes;
- Receiving and processing applications;
- Determining winners and amounts;
- Ensuring distribution of award in a timely fashion;
- Managing travel and reimbursement for travel of scholarship recipients to Annual Meeting;
- Maintaining database of scholarship winners and maintaining contact to determine where each is in the profession;
- Managing all co-sponsored scholarship opportunities.

Technology:

The Technology Committee's responsibilities may include:

- Developing and enhancing the IABA website;
- Executing updates to website;
- Managing website vendor;
- Communicating with website vendor about updates to website;
- Executing e-blasts for Affiliates, Annual Meeting, Membership purposes, Newsletter, etc.;
- Ensuring proper functionality of online membership payment and online update of member profiles;

- Ensuring proper functionality of the online scholarship application;
- Managing online registration of the Annual Meeting;
- Providing relevant information about the Annual Meeting such as location, agenda, site information, presentation topics, etc. on the website.

#### Committee Reporting:

Each Committee will produce an annual written report fourteen (14) days prior to the Annual Meeting.

#### Annual Goals:

The Board will set goals for each Committee on an annual basis. Each Committee must submit a draft of annual goals to the President by January 1.

#### Budgets:

Each Committee is expected to produce a budget by January 15.

## **VIII. City Affiliates**

City Affiliates shall be responsible for executing the vision of IABA on a local level. Affiliates may partner with local organizations such as schools and colleges and other actuarial organizations to increase the awareness of IABA and the actuarial profession to students of African descent. A Board member shall chair the City Affiliates Committee.

Affiliate Leaders shall be responsible for establishing an agenda of events for each fiscal year, consistent with the organization's strategic plan. They shall also be responsible for establishing a budget for each fiscal year. Affiliate expenditures are subject to the IABA Event Spending Guidelines.

Each City Affiliate shall produce an annual written report fourteen (14) days prior to the Annual Meeting.

Annual Goals:

The Board will set goals for City Affiliates on an annual basis. Each City Affiliate must submit a draft of annual goals to the President by January 1.

Budgets:

Each Affiliate is expected to produce a budget by January 15.

## **IX. Corporate Advisory Council**

The IABA Corporate Advisory Council (CAC) consists of:

- Actuarial employers who qualify for membership by virtue of making donations at the requisite level; and
- Actuarial professional associations that support the IABA's mission.

The CAC meets under the direction of a member of the IABA Board of Directors, typically the immediate past president. This director is responsible for setting the agenda for CAC meetings. Meetings are typically held four times per year and last one day. Each meeting's location is typically determined by a member company or other company who wishes to sponsor the meeting.

The goals of the CAC may include:

- Taking an active interest in all aspects of the IABA's activities;
- Providing input and advice on all matters related to the IABA's strategic direction and mission;
- Upholding the reputation of the IABA in its affairs.

In addition, representatives of member entities may participate in IABA programs, such as Mentoring and Corporate Solicitation.

## **X. Leadership Retreat**

The IABA Annual Leadership Retreat shall be held once per year, on a date and at a location to be set by the IABA Board of Directors.

### Meeting Purpose:

The purpose of the leadership retreat shall be to review IABA's progress towards meeting the current year's objectives and to set objectives for the upcoming year. Matters and issues of interest to the various committees shall be discussed. The leadership retreat shall also be used as a forum to facilitate the transition from out-going officers to incoming officers, and to hold formal meetings of the IABA Board of Directors and the IABA Foundation Board of Directors.

## **XI. Membership**

### How to Join:

New members will apply for membership on the IABA website. Dues may be paid online or submitted to the IABA mailing address. Renewing members may also renew online by paying membership dues online or by submitting dues to the IABA mailing address. An individual's dues are determined based on the most appropriate membership category for that person as outlined in the membership policy and dues structure. Membership is valid for one year from join date.

All dues received at the mailing address will be forwarded to the Treasurer within ten (10) business days. The Treasurer will deposit all checks within five (5) business days of receipt. Electronic payments are verified in real time and generate an automatic receipt and thank you email.

### Membership Renewal:

Renewal notices will be automatically generated by the website, one year after last payment, and members will be notified electronically. A monthly renewal notice report will be generated for the membership chairperson to verify and follow-up with members.

### Membership Documents:

Membership documents (including membership policy, policies and procedures manual, bylaws of the IABA) are available on the members only portal of the website.

## Membership Drive:

The Membership Committee will commence its annual membership drive one month prior to the beginning of the fiscal year. The drive will last ninety (90) days past the start of the fiscal year. Additional efforts to receive new members will commence around the timing of the Annual Meeting.

## Membership Rights:

The rights of each class of membership as it pertains to IABA can be found in the IABA Bylaws.

## **XII. Annual Meeting**

### Planning:

A committee chaired by the Vice President shall be responsible for planning the Annual Meeting. This Committee shall consist of individuals in the following roles with the designated responsibilities:

#### Leader/Chair

The Leader/Chair's responsibilities may include:

- Keeping everyone accountable
- Developing an overall meeting agenda
- Managing the site selection
- Managing the selection of the meeting theme
- Managing the selection of the Keynote Speaker
- Contracting with the photographer, hotel, and Event Planner

#### Treasurer

The Treasurer's responsibilities may include:

- Preparing the budget
- Determining registration fees
- Managing on-site registration
- Signing all contracts

#### Executive Director/Corporate Advisory Council (CAC) Liaison

The Executive Director/CAC Liaison's responsibilities may include:

- Setting the agenda for the business meeting
- Gathering and providing information on elected roles and candidates being nominated for these roles
- Coordinating volunteers
- Managing the needs of scholarship winners
- Managing the needs of the Keynote Speaker
- Managing the needs of the photographer

- Managing all aspects of the CAC meeting

#### Event Planner

The Event Planner for the Annual Meeting's responsibilities may include:

- Planning all meals and breaks
- Planning agenda during meals
- Arranging audiovisual support
- Contracting with provider to print and assemble program handbook
- Assisting in the design of registration kits
- Assembling registration kits
- Preparing signage and delivering them to the meeting facility
- Confirming airline and car rental discounts
- Assisting with negotiations with the meeting facility
- Managing all communications with the meeting facility
- Attending all Planning Committee meetings
- Assisting the Communications Director and the Executive Director as needed
- Providing on-site management of event

#### Communications Director

The Communications Director's responsibilities may include:

- Providing newsletter updates
- Providing press releases
- Sending blast e-mails
- Sending Save-the-date cards
- Coordinating Committee and Affiliate reports
- Monitoring registration

#### Professional Development Coordinator

The Professional Development Director's responsibilities may include:

- Preparing list of topics
- Identifying presenters
- Gathering bios and executive summaries
- Determining continuing education credit for presentations
- Selecting moderators from registrants

#### Affiliate Representative

The Affiliate Representative's responsibilities may include:

- Preparing the list of Executive and President's Guests
- Participating in the selection of the Keynote Speaker
- Participating in the site selection

#### IABA Foundation Representative

The IABA Foundation Representative's responsibilities may include:

- Determining awardees such as service awards, exam passers, new designees

#### Student Liaison

The Student Liaison's responsibilities may include:

- Planning activities for high school and college students

#### Website Director

The Website Director's responsibilities may include:

- Preparing and managing the website-based registration

#### Presentations:

All presenters will submit their presentations prior to the meeting. Presentations will be posted on the IABA website prior to the meeting for attendees to download, as copies of presentations will not be made for meeting attendees. Each presenter may bring printed copies of the presentation to the meeting. Presentations will be available on the IABA website after the meeting.

#### Presenters for Concurrent Professional Development Sessions:

Presenters are not compensated for participating in our Annual Meeting. Presenters are also expected to register for the meeting.

#### Committee and Officer Reports:

All Committee and officer reports should be sent to the Communications Director prior to the meeting. The Communications Director will ensure the appropriate number of copies are made and on site in time for the meeting.

#### Time:

The Annual Meeting shall be held during the first weekend containing the first Saturday of August of each year unless otherwise determined by the Board. The CAC meeting will be held on the Thursday prior to the meeting. The Annual Meeting will begin on Friday and conclude on Saturday. A Leadership meeting will be held on the Sunday following the conclusion of the Annual Meeting.

#### Place:

With effect from the Annual Meeting in 2000, the Annual Meeting location shall be rotated among the following U.S. cities:

1. Atlanta, GA
2. Chicago, IL
3. Washington D.C.
4. Philadelphia, PA
5. New York City, NY
6. New England (Hartford, CT or Boston, MA)

in that order. Deviation from the rotation is at the discretion of the Board.

Dress:

The attire for the Annual Meeting is business casual.

Notice of the Meeting:

Notice of Meeting will be sent by the Communications Director monthly in each of the three (3) months prior to the meeting and then again two weeks prior to the meeting. Notice will be sent by email to all persons in the database for which IABA has correct email addresses. For all other persons in the database notices will be mailed or faxed. Notices sent by mail will be sent three months and again one month prior to the meeting. Reminder phone calls will replace the other two mailings.

Meeting Format:

The format of the Annual Meeting is as follows:

Thursday

- IABA/CAC meeting

Friday

- Outreach sessions for high school and college students
- Brief opening session led by the President
- Concurrent professional development sessions
- Networking reception

Saturday

- Concurrent Sessions
- Luncheon Speaker
- Business Meeting (see description below)
- Awards and Recognition banquet featuring Keynote Speaker

Sunday

- IABA Leadership meeting

Business Meeting:

The President shall preside over the business meeting.

The purpose of the business meeting shall be:

- Presentation of Committee and officer reports;
- Elections of officers for following year.

The meeting shall follow the general format as outlined in Robert's Rules of Order.

The Secretary shall transcribe minutes for the Business Meeting. The Secretary will prepare a copy of the minutes for permanent record within five (5) business days of the conclusion of the meeting.

#### Website Updates:

The website will be updated with, presentations, pictures, videos and reports from the Annual Meeting, and general information on the next Annual Meeting, within twenty-one (21) days of the conclusion of the Annual Meeting. Biographical information of the officers and directors will be updated by January 15.

### **XIII. Scholarship Program**

#### Qualifications:

Applicants must follow the process described in the criteria, application process, and selection process in order to be considered for IABA scholarships. Applicants do not have to be members of the IABA.

#### Process:

The Scholarship Committee will conduct the entire scholarship application, selection, and distribution process. The Scholarship Committee will determine the number, amounts, and recipients of the scholarship thirty (30) days after the deadline for receiving all application information. The Scholarship selection process will be conducted in accordance with the IABA Foundation Grant Policies and Guidelines document.

#### Notification and Annual Meeting Attendance:

Each recipient will receive notification of their award and will be offered the opportunity to attend the IABA Annual Meeting. This notification and offer will be extended within seven (7) days of the decision.

Scholarship recipients must accept within fourteen (14) days of successful notification of the award.

#### Scholarship recipients wishing to attend the Annual Meeting must:

- Sign a waiver of liability and make their own travel arrangements at least three weeks prior to the meeting;
- Provide IABA with receipts before reimbursement;
- Share a room with another scholarship recipient of the same sex;
- Attend all sessions of the Annual Meeting.

IABA will reimburse each recipient:

- Travel expenses (up to a specified reasonable amount) including ground transportation to and from the meeting. Any expenses exceeding this amount will be reviewed on an ad hoc basis and paid based on reasonability;
- Hotel and food expenses; however, recipients will assume all liability associated with their hotel stay including incidentals and other expenses. Food expenses for which IABA is providing a meal at a general session will not be reimbursed.

Annual Meeting expense reimbursement is dependent upon attendance at all sessions of the Annual Meeting. IABA will also assign each recipient a buddy to host the recipient while he or she attends the meeting.

Distribution:

IABA will forward the names, amount of each scholarship, and a check for half the total amount of the scholarships to the school of each individual within thirty (30) days of the conclusion of its Annual Meeting. The second half of the total scholarship amount will be forwarded to the school upon confirmation of enrollment in Spring classes.

#### **XIV. Mentoring Program**

Services:

The IABA Mentoring Program offers four services:

1. A Traditional Mentor;
2. A Mentor Resource;
3. Mentor by Email: a Mentor Resource responds to a question submitted by email; and
4. A Frequently Asked Questions page on the IABA website.

Qualifications:

The Mentoring Program is open to all levels of persons interested in the actuarial profession: collegians, career changers, actuarial analysts, actuarial students, associates, and fellows.

Process – Assigning a Mentor:

##### **1. Traditional Mentor**

The Mentoring Committee will pair all mentees with a mentor within thirty (30) days of the request. Each Traditional Mentor relationship will be assessed annually for effectiveness and revised in accordance with the wishes of the mentor and mentee. All ineffective relationships will be reassigned within thirty (30) days of discovery.

The mentor pairing email will welcome mentees to the program and will provide tips for topics of discussion during the first communication of mentor and mentee. Each party will also receive a copy of the roles and responsibilities of mentors and mentees via the IABA website.

If the Mentoring Committee cannot establish a mentoring relationship for a mentee within thirty (30) days, the mentee will be informed immediately of the shortage of mentors and the mentee will be placed on a waitlist until an appropriate mentor can be found.

#### 2. Mentor Resource

A Mentor Resource provides a one-time service, usually a 30-minute telephone conversation. The Mentoring Committee will assign a Mentor Resource within thirty (30) days of the request.

#### 3. Mentor By Email

A Mentor Resource will be assigned and respond to each question emailed via the IABA website, within 30 days of receipt.

### **XV. Policies**

All IABA activities shall be subject to the following policies which have been approved by either the IABA Board of Directors or the IABA Foundation Board of Directors:

- Conflict of Interest Policy
- Documentation Retention & Destruction Policy
- EEO / Harassment-Free Workplace
- Gift Policy
- Joint Venture Policy
- Whistleblower Policy
- IABA Foundation Grant Policies and Guidelines document
- IABA Event Spending Guidelines
- IABA Expense Policy