



INSURANCE DIVERSITY TASK FORCE CHAIR & VICE-CHAIR – ELECTION & DUTIES

*Annual elections for Chair & Vice-Chair will take place at the 2nd Quarterly Task Force Meeting
Separate voting will take place to elect a Task Force Member for each position*

In-Person Nominations & Secret Ballot Voting

At the 2nd Quarterly Task Force Meeting, Initiative staff will initiate the nominations process by asking each Task Force Member if they would like to nominate themselves or other members to serve as Chair & Vice-Chair

- To nominate a Task Force Member for Chair, any Member may raise their hand and nominate another Member or themselves for the position
- Each nominee must then accept the nomination to be considered
- Once all nominations are confirmed, each nominee (in the order nominated) will be given 2 minutes to introduce themselves and share why they would like to serve as Chair of the Task Force and what would make them the best choice for the position
- Members will then vote by secret ballot
 - All members will receive blank pieces of paper on which they'll write the name of the member they are voting for Chair
 - Members have one vote each and will have the option of abstaining
 - Initiative staff will collect and count all votes for Chair
 - The nominee who receives the most votes for Chair will be elected Chair
 - In the event of a tie, Members will vote only on the top vote recipients; and the nominee who receives the most votes for Chair will be elected Chair
- Once the Chair is elected, this process will be repeated to determine who will serve as Vice Chair

*In the event that only one person is nominated for the position of Chair and/or Vice Chair, the nominee must receive a majority of the vote to be elected.

Duties

- Chair
 - The Chair is responsible for leading all Task Force meetings
 - The Chair works in conjunction with the Commissioner and Initiative staff to develop agendas for the quarterly meetings
 - The Chair is responsible for guiding and leading the members of the Task Force
 - The Chair serves as the main liaison between Initiative staff and the Task Force
- Vice-Chair
 - The Vice-Chair offers support to the Chair in all their duties
 - In the absence of the Chair, the Vice-Chair leads all Task Force meetings
 - If committees are created:
 - The Vice-Chair will serve as the leader of all committees
 - All committee chairs will report directly to the Vice-Chair with committee updates and decisions