

# NCAMOTC Procedures – Insurance Chair

---

## I. GENERAL DUTIES

1. **Bylaws** Review and be familiar with the Bylaws and Procedures of the organization. Review Article VII, Chairs and Duties.
2. **Procedures** Keep procedure binder in proper order. Make all necessary insertions, corrections, as needed.
3. **Correspondence**
  - (a) Outside NCA—Use NCA logo on all correspondence.
  - (b) Within NCA—Email (send to recipient's NCA email address whenever possible).
  - (c) All revised procedures, bylaw changes and other important correspondence needs to be printed and put in your binder under the appropriate section.
  - (d) Copy all emails to President, Membership, and Communication Vice Presidents.
4. **Meetings** Attend all meetings of the organization. Notify the NCA President if unable to be in attendance.
5. **OIC** Your Officer in Charge is the Treasurer.
6. **Binder** Retain only last two (2) years of information.
7. **Files** Maintain files of all pertinent material.
8. **Review Files** at the end of term and see they are in proper order for your successor.

## II. SPECIFIC DUTIES:

1. Facilitate the renewal of Insurance for NCA clubs
  - (a) Contact insurance broker for Insurance renewal. July 16th has been renewal date.
  - (b) Fill out the application for the insurance broker in May of each year. (Insurance broker contact information will be passed on to Insurance Chair by past insurance chair.)
  - (c) After application is processed by broker, an insurance company will be recommended by broker.
  - (d) E-mail NCA Insurance Information form to all member club presidents.
  - (e) File all completed forms in insurance binder under club headings.
  - (f) Send the insurance broker the list of names of clubs and how many NCA members total that will be insured.
  - (g) Once renewal is approved, an invoice from the insurance company will be sent to the insurance chair. This bill needs to be sent to the NCA treasurer for payment to the insurance company prior to July 16th (or current renewal date) of each year.
2. Collect insurance fees from clubs to reimburse NCA
  - (a) Calculate what each member will owe for insurance by dividing the total amount of the insurance bill by the total number of members (e.g. if the bill was \$2000 and there were a total of 2000 members being insured, each member would owe \$1)
  - (b) Take the amount owed by each member and multiply that number by the number of members in each club. (e.g. If Club A has 20 members, than you multiply 20 x 1= 20. Therefore Club A would owe \$20 for insurance.)
  - (c) Total amount owed by all clubs should = the payment made by NCA to the insurance company.

## NCAMOTC Procedures – Insurance Chair

---

- (d) Send out invoices (either by e-mail or mail) to each club treasurer and president.  
The invoice will include amount of money club owes to NCA, due date (10/15) request for check made out to NCA and the address to send it to. Include that there will be a \$10 late fee for any payment made after 10/15 and that each individual club policy will be canceled if bill is not paid by 11/15 of that year.
- (e) Payment from each club can be sent directly to the NCA Treasurer. Send a summary of the total due from each club to the Treasurer for tracking purposes.
- (f) Send reminders as necessary to clubs that are late in paying their insurance fees.