



Charitable Incorporated Organisation

Registered charity number: 1207878



Cymar Insurance Group: Terms of Reference

1. Purpose of group

- To ensure that Cymar maintains insurance policies to cover the financial risks to all aspects of our own and constituent bodies property and other assets.
- To liaise with insurance broker and constituent bodies/meetings/relevant others as necessary

2. Membership

The group will be convened by a trustee and will include:

- Cymar Treasurer
- Cymar Property lead
- Such additional personnel as are asked to serve based on knowledge and experience

3. Duties

- Check policy renewal notifications for accuracy
- Liaise with broker ensuring any inaccuracies are corrected
- Inform insurance broker when any changes in circumstances occur, e.g. purchase/sale of property, changes in LMs
- Ensure all certificates, necessary notifications are shared with constituent bodies/meetings as appropriate
- Consider whether any other changes in insurance cover are needed to reflect change in nature of risks perceived over time
- Keep Trustees and Cymar Finance Committee informed about all insurance matters