1. What is the procedure for having a CII Representative attend an annual dinner?

Where a local institute has invited the Council Representative in their constituency to attend their annual dinner the local institute should therefore be expected to pay for the Representative’s expenses in full. Expenses should not be submitted to CII. A formal invitation implies that the local institute should be able to pay for the Representatives expenses on their behalf.

2. What is the procedure for allocating the CII President at Annual Dinners?

In the case of the CII President, it has been the common view of recent incumbents that they can provide maximum value to members by using their time at local institute CPD events, as opposed to attending Annual Dinners. That said local institutes seeking CII representation from the President should complete the dinner form as part of the annual returns process. CII Legal & Secretariat will then liaise with the President regarding possible requests and advise accordingly.

3. What if a local institute requests a specific CII Representative to attend their dinner or makes contact with the CII Representative directly?

A local institute may request a specific CII Representative speaker to speak at their dinner through the CII Legal & Secretariat who will ensure all requests are put forward and will endeavour to meet the request and advise accordingly. Should any local institute make their own arrangements directly with a CII Representative then CII Legal & Secretariat should be informed and the request is noted. It is generally at networking events or at other local institute dinners that an invite can be forthcoming.

4. What if CII could not provide a CII Representative but the local institute found one for themselves?

CII Representatives are given a briefing note as part of their speeches ensuring the information they receive is up to date and is consistent with what the CII President’s theme is for the year. CII Secretariat should be informed so that the local institute speaker who is representing the CII can be briefed accordingly.

5. Does the CII pay for the CII Representative’s costs incurred such as travel expenses?

Unfortunately the CII does not have a specific budget to cover the expenses of a CII Representative and it is made clear to the local institute that it is their responsibility to cover their costs. Local institutes can ask the Representative beforehand what their expenses are likely to be before they are submitted to ensure the local institute can cover the expense. Representatives are asked to consider reasonable costs whilst submitting their expenses, however even though this is done, it must be remembered that reasonable expenses are seen at a different expectation to what a local institute may consider to be reasonable. A CII Representative should not be expected to chase or follow up on the payment of their expenses to be reimbursed.

6. Does the CII provide sponsorship to local institute dinners?

Generally no, as the dinner is completely self-funding and sponsorship should be sought from a more local source. The CII can provide products such as menu covers and place cards and other marketing products as requested at a reasonable cost. Your Regional Membership Manager can provide specific guidelines to obtaining sponsorship.

7. Are there any specific rules to giving to charity?

Most local institutes support the Insurance Charities and all money raised at the dinner would go to them. Some local institutes use a half and half option of Insurance Charities or another charity usually chosen by the president.

8. Can the local institute provide feedback to the CII about the CII Representative following a dinner and is there a complaint process?

The CII welcomes local institutes to provide feedback, this helps to ensure that the Representative is also performing to the standard required set by the CII and that the message being delivered is correct and up to date. Complaints about the Representative can be sent to your Regional Membership Manager who will forward to Legal & Secretariat or the complaint can be addressed directly to CII Legal & Secretariat or the CEO. This gives the CII an opportunity to address any problems.

9. Who should I ask to supply menu covers and place cards for the dinner? Also where can I obtain The Insurance Charity envelopes?

You can order a supply of dinner stationery by logging onto Network Know How or from Legal & Secretariat. Payment is required first before the stationery is sent out. Charity envelopes can be obtained from The Insurance Charities directly via email. (info@theinsurancecharities.org.uk)

10. Are there any public speaking courses?

The Regional Membership team will be able to provide further details for training and development in the public speaking area.