

## **CoDA Public Liability Insurance Service Position:**

To act as the link person for all communication from the fellowship regarding Public Liability Insurance, this includes:

- Negotiating the annual premium with the chosen insurance provider ensuring continuity of cover.
- Investigating alternative providers.
- Communicating the premium to the groups within the fellowship who wish to utilise the policy.
- Ensuring the groups have adequate information to pay the premium.
- Auditing payments using information supplied by the Treasurer to ensure payments have been received.
- Sending out copies of the insurance policy to the participating groups who require copies for their room providers.
- Conducting outreach to new groups who may want to participate in the policy.
- Monitoring the CoDA Insurance email address.
- Maintaining the list of participating groups and group contacts in line with GDPR.
- Reporting to the NSC on issues relating to PLI.

The policy runs from the end of March, so March and April require the bulk of the time input.