

**Board Member Job Description for the  
Virginia Insurance Continuing Education Board**

**Mission**

The mission of the Virginia Insurance Continuing Education Board (the Board) as authorized by the Code of Virginia §38.2-1867 is to establish and maintain the insurance continuing education program for both resident and nonresident agents licensed in Virginia in accordance with the requirements of §38.2- 1868 thru § 38.2- 1874 of the same code. For more information, please visit [www.virginiainsurancece.com](http://www.virginiainsurancece.com) or <https://law.lis.virginia.gov/vacode/title38.2/chapter18/section38.2-1866/>

Board Members will support the work of the Board and provide leadership. Specific Board Member responsibilities include:

1. Regularly attending board meetings and important related meetings.
2. Making a serious commitment to participate actively in committee work.
3. Volunteering for and willingly accepts assignments and completes them thoroughly and on time.
4. Staying informed about committee matters, preparing themselves well for meetings, and reviewing and commenting on minutes and reports.
5. Getting to know other committee members and building a collegial working relationship that contributes to consensus.
6. Actively participating in the committee's annual evaluation of the executive director/operations coordinator and other planning efforts.

Service on the Board is without remuneration, except for administrative support, travel and accommodation costs in relation to Board Members' duties