

Actuarial & Underwriting Committee Charter Review

ACTION ITEM

New Contract

Contract Amendment

Other - Committee Charter

CONSENT ITEM

Contract Amendment

Existing Contract Extension

Existing Contract Additional Spend

Previous Board Approval _____

Other _____

Action Items: Items requiring detailed explanation to the Board. When a requested action item is a day-to-day operational item or unanimously passed through committee it may be moved forward to the board on the Consent Index.

Move forward as Consent: This Action item is a day-to-day operational item, unanimously passed through committee or qualifies to be moved forward on the Consent Index.

Consent Items: Items not requiring detailed explanation to the Board of Governors. Consent items are contract extensions, amendments or additional spending authorities for items previously approved by the Board.

Item Description	Actuarial & Underwriting Committee
Purpose/Scope	The Actuarial & Underwriting Committee Charter is a formal document that sets out the authority of the Committee to carry out responsibilities established for it by the Board of Governors. The Charter is reviewed annually.
Contract ID	N/A
Budgeted Item	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - Not applicable
Procurement Method	N/A
Contract Amount	N/A
Contract Terms	N/A
Committee Recommendation	Staff recommends that the Actuarial & Underwriting Committee approve the Citizens Actuarial & Underwriting Committee Charter, as provided.
Contacts	Kelly Booten, Chief Operating Officer Jennifer Montero, Chief Financial Officer



Citizens Property Insurance Corporation Actuarial and Underwriting Committee Charter

I. Statement of Purpose

The Actuarial and Underwriting Committee (Committee) of Citizens Property Insurance Corporation (Citizens) assists the Board of Governors (Board) in fulfilling its oversight responsibilities in assuring that actuarial, underwriting, and product development governance is fully integrated into enterprise governance and is effectively implemented. The Committee assures the Board is appropriately informed on actuarial, underwriting, and product development matters and risks, and provides the Board with timely recommendations and updates on: strategic plans and initiatives; rate changes and supporting actuarial indications; products offered; eligibility rules; coverage forms; and operational procedures.

II. Organization and Operation

Authority and Charter

The Committee's authority comes from the Board. The Committee charter shall establish purpose, organization, and responsibilities of the Committee. At least annually, the charter shall be reviewed by the Committee and any proposed changes shall be subject to Board approval.

Committee Composition

The Board Chair shall appoint no less than three Board members to the Committee, with one Board member being designated as Committee Chair. The Board Chair may additionally appoint industry advisors, each having appropriate expertise and experience, to serve on the Committee. Committee members serve at the pleasure of the Board Chair.

Meetings and Communications

The Committee shall meet at least two times a year and additional meetings may be convened as the Committee Chair directs. Agendas and supporting material will be provided to Committee members in advance of meetings. Minutes of each meeting will be approved by the Committee at a subsequent meeting. The Committee is governed by and operates under the same rules as the Board, including compliance with the Florida Sunshine Law.

III. Primary Responsibilities

- a. Review and assess Citizens' actuarial, underwriting, and product development governance practices.

- b. Review and assess actuarial, underwriting, and product development strategic plans and ensure alignment with business plans.
- c. Review actuarial, underwriting, and product development status and plans to assure cost-effectiveness and value in delivery of services.
- d. Review and assess actuarial, underwriting, and product development risk practices.
- e. Make timely recommendations to the Board on major actuarial, underwriting, and product development strategies and appropriate changes to rates, rules, forms, and procedures. The Board considers recommendations for approval as required by Citizens' *Plan of Operation*.
- f. Review of actuarial, underwriting, and product development audit findings and management response plans.
- g. Annually evaluate the Committee's discharge of all responsibilities outlined in this Charter.
- h. Other responsibilities as delegated by the Board Chair.