



Insurance Women of Buffalo
present the

Queen City Caller



January 2016 Bulletin

PRESIDENT'S MESSAGE

Hello members-

Happy New Year to all. I hope everyone enjoyed our holiday party. I am sad that I had to miss it this year but wanted to thank Connie Smith for taking over and making it a special evening for all of you.

I am really looking forward to the upcoming months. Our committees have some great ideas planned for us.

Just a reminder to make sure you email me your FIPC applications so I can get them to Federation in time. I have received several, so thank you to those who sent them to me.

Lastly, please make sure to check out our website and also encourage others to do so as well. It looks great and we want to show it off! Also, be sure to check out FNYIP website, they have so much information that is available to us such as applications, their newsletter, upcoming events, etc.

See you soon

Yours in fellowship,

Karen

Karen Willard
President 2015-2016



HOUSE

Our January dinner meeting will be held on **Tuesday, January 12th** at **The Forestview Restaurant**, 4781 Transit Road, Depew, NY 14043.

Networking and cash bar will take place from 5:00 to 5:45 p.m.; **dinner will be served at 5:45**

Cost: \$24.00

Menu:

Regular dinner: Chicken Parmesan over Pasta

Alternative dinner: Stuffed Shells with Pomodoro Sauce

Dessert: Delicious Brownie Sundae!!!

All dinners will be served with **Italian Wedding Soup** / Rolls & Butter/ Coffee / Hot Tea / Decaf

Please let me know of any dietary restrictions

1. **Reservations must be made by 10:00 a.m. on the Friday before the dinner meeting.** Email your reservation to me at mdimartile@russellbond.com or call me at 856-8220 x142
2. When making a reservation, advise if you want any dinner choice other than the regular dinner option
3. Also advise the name of your employer, if you will be bringing a guest and what their dinner choice will be

Permanent Dinner List: *(email me if you wish to be added)*

Beverly Cotter	Jo Ann Decker	Linda Potwora	Renata Kowalczyk	Wendy Hart
Connie Smith	Karen Willard	Michelle DiMartile	Robin Grzechowiak	Jean Young
Kelly Larkin	Rachel Stover	Sandy Patterson	Jennie Matteliano	Laura Nosbisch
Rebecca Heim	Wendy Clemens			

FYI: Standing Rule #8A & #8B apply:

8A): Any member whose name appears on the permanent dinner list must advise the House committee of cancellation by 10:00 a.m. on the Friday preceding the regular Tuesday meeting.

8B): Anyone with a reservation for dinner who does not cancel by 10:00 a.m. on the Friday preceding the regular Tuesday meeting must reimburse the Association for the cost of their meal.

Please note: I will respond to your email to confirm receipt of your reservation. If I do not respond within 2 days, please give me a call.

Nametags will be provided at the registration table. Please wear them during the meeting and return them to the table when you leave.

Michelle DiMartile, API, CPIW, FIPC
House Chair
mdimartile@russellbond.com
856-8220 x 142 or cell 479-0675

EDUCATION

At our January meeting we will be selecting the winner of the Barbara Kane Scholarship.

The criteria for this \$150.00 scholarship:

Member of Insurance Women of Buffalo

Funds will be used for an educational program

Provide a receipt for completion of the educational program.

The educational class or program must be completed by June 30 2016

The scholarship is sponsored by Walsh Insurance Group in memory of Barbara Kane, a Past President of the Insurance Women of Buffalo. The Walsh Insurance Group has been providing this scholarship for many years and it is a wonderful tribute to Barbara Kane.

Please plan on attending our January meeting and complete the entry form to enter the scholarship drawing.

The W J Cox Associates has provided a coupon for a FREE IIABNY WEBINAR. The coupon expires April 30, 2016. The classes include Insurance in the Headlines and NYAIP Certification and Surety Bond classes. Some of these classes include Continuing Education Credit. This coupon excludes ABEN webinars. We will be holding a drawing at our January meeting for this coupon. We look forward to seeing you at the January meeting to enter this drawing.

Please remind your family and coworkers IWOB is again offering two scholarships to High School Seniors or College Freshmen who are actively seeking the pursuit of Continuing Education via a two or four year program. We are offering a \$1,500 Scholarship as well as a \$1000 Scholarship. The criteria is included in the attached application. The completed application must be returned by February12, 2016. A copy of this application is attached to this bulletin.

Thanks to all members for their support and for getting the word out about our scholarship program.

Yours in fellowship

Deanna Filipski
Education Committee
Co-Chair



PROGRAM

I want to thank everyone who participated in the gifts given to Cornerstone Manor, they were very appreciative with our donations. Sue Cervi invited us to Cornerstone to tour the building.

I hope everyone had a wonderful Holiday Season. As the New Year begins we hope to plan a lot of new events and hope that all have the opportunity to join in.

January program "to be determined". February will be our Annual Membership Drive and the Safety Committee will have a speaker that month.

Happy New Year everyone, Best Wishes for a Prosperous 2016!

In Fellowship,
Connie Smith, ACSR, CPIW, FIPC
President-Elect



BULLETIN

If you have any information to be included in future bulletins, please forward to me. The Bulletin articles due date is the 20th of the month. I will then release it to membership around the 24th-25th of the month

I would really like to have a co-chair, so please contact me if you are interested.

Enjoy!

Linda M Potwora, CIC, FIPC
Bulletin Chair

EMPLOYMENT

Hi Everyone – Please see below a list of available jobs in our area plus a few openings from Lawley Services! If anyone knows of any postings they'd like included in the future bulletins, please feel free to email me. Happy Holidays, Happy New Year, & Happy Job Hunting!

LoVullo Associates, an MGA/Wholesaler in Depew is for great people to join their team. Current Opportunities include but are not limited to:

- Field Marketing Representative
- Professional Lines Broker/Underwriter or Trainee
- Commercial Lines Underwriting Assistant
- Commercial Lines Underwriter or Auditor
- Systems Trainer

For a list of all open positions, please visit the Employment Opportunities page of their website at www.lovullo.com/employment.

Brown & Brown of NY, Inc. is looking for an experienced Commercial Lines Producer to join our team. This position would be responsible for bringing in new business, and servicing and rounding out our small to medium size book of business. You must possess an outstanding work ethic and positive attitude, and be self-motivated. You will be required to set appointments with prospective clients through networking, referrals and introductions. Required Competencies: Prior sales experience, Brokers License, 4 Year Degree, Knowledge of Property & Casualty Insurance Salary Range: Commission on New Business, Relocation Expenses: Not Covered Contact: Cynthia Smith, Accounting Operations Leader, csmith@bbbuffalo.com Fax: 716-995-5615 Mailing address: 200 John James Audubon Parkway Amherst, NY 14228

M&T Insurance Agency / Bank is looking for a Commercial Lines Assistant. The Opportunity: Assist in the process to service and market new and renewal accounts and provide support for the Account Managers and Producers in processing all lines of commercial insurance. Position Responsibilities: Build and maintain relationships with existing Commercial Lines clients, Assist in the process of managing accounts in accordance with agency standards and workflows, Prepare Auto ID cards, Certificates of Insurance and other daily service needs as assigned, Assist with maintaining client files on agency management system and support all key servicing aspects of account; including renewals, endorsements, certificates, cancellations and audits, Maintain M&T internal control standards, including timely implementation of internal and external audit points together with any issues raised by external regulators as applicable, Complete other related duties as assigned. Minimum Qualification: Associates degree plus a minimum of 1 year relevant work experience with direct client contact. OR in lieu of a degree, a combined minimum of 2 years higher education and/or work experience. Ideal Qualifications: Appropriate State Brokers License. (may be obtained within 6 months of hire) Property and Casualty industry experience. For more information or to apply online visit mtb.com then search under careers for job number 3D4KK.

Travelers is looking for Customer Service Representative, Claim- Hours are Saturday 8am-5pm and 4 days during the week 10am-7pm. This position serves as the initial point of contact for customers who have incurred a loss. Responsible for accurately and efficiently capturing first notice of loss information and responding to customer inquiries. Provides a superior customer experience while maintaining a high level of professionalism and productivity. Consistently provides an exemplary customer experience by respecting customer needs and attentively addressing customer priorities. Establishes a plan/course of action and contingencies for self to meet current or future goals. Exhibits time Captures first notice of claim loss information from customers via multiple channels accurately and efficiently by utilizing the claim multi-line system. Actively listens and responds articulately to customer needs. For more information or to apply online visit <https://www.travelers.com/about-us/careers/job-search/index.aspx> Job opening ID 5040BR.

See additional opportunities at the end of the Bulletin

Rebecca Heim, Employment Chair
RHeim@kellerandco.com

PAST PRESIDENTS

Greetings everyone!

Our Award Applications are attached in this month's bulletin. Please note that the application deadline is February 1. So far we only received 1 application for a Distinguished Service Award. There are so many awards to apply for, and the Past Presidents have simplified all of the applications to make it easier for all of us to apply.

SO.....Please apply today for any and all of the awards you are qualified for: (Claims Professional of the Year, Employer of the Year, Insurance Professional of the Year, and Rookie of the Year). We also would appreciate nominations from our members for candidates for the Distinguished Service Award. It would be great to get more than 1 submission for every single award we are offering!

Again, the deadline for receipt of all applications is February 1. Please submit your applications to me through the mail at: Robin Grzechowiak, 79 Jasmine Avenue, West Seneca, NY 14224 or email them to me at rgrzechowiak@mtb.com. If you have any questions regarding any of the awards or applications, please call me at 716-651-4849.

Our winners will receive their awards at our Associates' Night in March. This is our night to shine and by honoring our award winners that evening, our employers, co-workers, and guests can see how IWOB encourages education, growth and recognition to our members, employers, and outstanding individuals in the insurance community. Again, ***PLEASE TAKE A FEW MINUTES TO APPLY TODAY or to NOMINATE A DESERVING INDIVIDUAL!***

Wishing everyone a wonderful Christmas and Happy and Prosperous New Year!

Yours in fellowship,

Robin Grzechowiak, CIC, CISR, FIPC
Past Presidents' Chairperson



GOOD MEMBER NEWS

Congratulations to the follow members for their newly appointed/elected positions in other insurance organizations:

Robin Grzechowiak, CIC, CISR, FIPC was elected to the position of Vice President of the Upstate Chapter of Risk and Insurance Management Society (RIMS) for the 16-17 term.

Sarah Gibson was elected to the position of Secretary of the Upstate Chapter of Risk and Insurance Management Society (RIMS for the 16-17 term).

Connie Smith ACSR, CPIW, FIPC was appointed Secretary for the Buffalo Claims Association for the 16-17 term.

PUBLIC RELATIONS

Happy New Year – We cannot believe that this is the start of another year and the Insurance Women of Buffalo continues to have a **STRONG** presence in the insurance community!

Mark your calendars – **March 8th is Associates Night!** This event is being held at the newly remodeled “The Grapevine Banquet” facility on Dick Road in Depew NY (former Hearthstone Manor location). It is truly a beautiful location and we have heard that the food is exceptional. As soon as we have everything in order, we will forward information and registration forms.

April 21st is I Day - A booth reservation has been made and we will be looking for volunteers. More information will follow.

We would like to thank Sue Cervi from the Buffalo City Mission/Cornerstone for coming to our Christmas Dinner. During her program, she explained that the Cornerstone facility can house residents up to two years. This affords them time for counseling, education and develop new job skills to promote independence. She was overwhelmed by the Christmas gifts and generosity of our IWOB members. Thank you!

Sue Cervi also let us know that there is a constant need for men, women and children's socks. Due to health regulations, these items need to be new. If you are able to help out, please bring these items to any of our dinner meetings and we will deliver them.

Just a reminder, we are still collecting small toiletry items such as small shampoos, conditioners, soap, etc. that can be put in a small (sandwich) bag to be given out to women. These items will be collected throughout the 2015 – 2016 year. Cornerstone is also looking for 2016 calendars – pocket or wall size will be gratefully accepted.

Thank you to all who have helped.

The Public Relations Committee is very busy planning but it takes a team and we appreciate your support –

Happy New Year!

THANK YOU!

Yours In Fellowship,
Arlene Huson & Judy Linden
Public Relations Co-Chairs





**IWOB
Christmas
Party 2015**

**Santa Clause came
to help us get into
the holiday spirit**



**Our Guest Speaker
Sue Cervi
from
Cornerstone Manor**

Insurance Women of Buffalo 2015 – 2016 Officers



President:

Karen Willard

kwillard@russellbond.com



President Elect:

Connie Smith, ACSR, CPIW, FIPC

csmith@evansagencyins.com



Vice President:

Rachel Stover

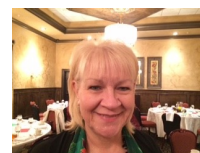
rstover@mtb.com



Secretary:

Jean Young

jyoung@evansagencyins.com



Treasurer:

Marlene Stallone

mstallone@wjcox.com



Director:

Laura Nosbisch

lnosbisch@evansbank.com



Director:

Micelle DiMartile, API, CPIW, FIPC

mdimartile@russellbond.com

Director:

Kim Patterson, ACSR

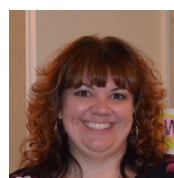
kpatterson@lawleyinsurane.com



Director:

Renata Kowalczyk

rkowalczk@brownelly.cm



Director:

Wendy Hart

hartw@lovullo.com

2015 – 2016 Committee Chairs



Automation:
Kelly Larkin
Kelly.larkin@thehartford.com



Budget & Finance
Deanna Filipski
flipperv@roadrunner.com



Bulletin:
Linda M Potwora, CIC, FIPC
potwora@aol.com



Bylaws:
Rachel Stover
rstover@mtb.com

Education:

Kim Patterson
kpatterson@lawleyinsurance.com

Employment:

Rebecca Heim
rlh@kellerandco.com



House:
Michelle DiMartile
mdimartile@rusesellbond.com



Legislation:
Renata Kowalczyk
rkowalczyk@brownkelly.com



Membership/Mentoring:
Wendy Clemens
wendy@deckeragency.com



Nominating:
Laura Nosbisch
lnosbisch@evansbank.com

Parliamentarian:

Jennie Matteliano
jenn2495@verizon.net



Past Presidents:
Robin Grzechowiak,
CIC, CISR, CPIW, FIPC
rgrzechowiak@mtb.com



Program:
Connie Smith
csmith@evansagencyins.com



Public Relations:
Arlene Huson, CPIW
Ahuson@wjcox.com



Safety:
Wendy Hart
hartw@lovullo.com



Immediate Past President:
Linda M Potwora, CIC, FIPC
potwora@aol.com

INSURANCE WOMEN OF BUFFALO, INC.

2016 SCHOLARSHIP AWARD

We are proud to announce that once again we are offering two scholarships to High School Seniors or College Freshman who are actively seeking the pursuit of Continuing Education via a two or four year program. We offer a \$1,500 Scholarship as well as a \$1,000 Scholarship.

CRITERIA:

Each candidate must have a RELATIVE employed in the industry or be a RELATIVE of a member of the Insurance Women of Buffalo, Inc.

Each candidate is required to submit a RESUME

Each candidate must submit TWO LETTERS OF RECOMMENDATION

(Teacher, Guidance Counselor, Coach, Employer)

Each candidate must provide PROOF OF APPLICATION to a two or four year college.

A typed ESSAY of 500 words or less is required of each candidate

ESSAY TOPIC: Select a person from your life and explain how this person has influenced your future goals.

DEADLINE: ALL APPLICATIONS MUST BE RECEIVED BY FEBRUARY 12, 2016.

Winners will be notified by phone by March 3, 2016.

Presentation of the scholarship awards will be done at the Insurance Women of Buffalo "Associates Night" to be held on March 8, 2016.

IWOB will pay for the dinners of the winners and one parent each, to attend the presentation. We will ask the winning candidates to read their submitted essays at the dinner. If the winning candidates wish to have others attend, the cost of the additional dinners will be at their own expense.

All entries are to be submitted to: Kim Patterson

Personal & Confidential – IWOB Scholarship
22 Fiddlers Green
East Amherst, NY 14051

Complete entries must be mailed (NO E-MAIL SUBMISSIONS) to the above address. Any questions may be directed to Kim Patterson at 716-560-1196.

Thank you for your participation.

Sincerely,

Education Committee

INSURANCE WOMEN OF BUFFALO, INC.

**INSURANCE WOMEN OF BUFFALO, INC.
2016 SCHOLARSHIP AWARD**

CANDIDATE INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

HIGH SCHOOL: _____

NAME OF RELATIVE IN THE INDUSTRY or IWOB Member:

RELATIVE'S EMPLOYER: _____

RELATIONSHIP TO CANDIDATE: _____

PLEASE INCLUDE THE FOLLOWING WITH THIS APPLICATION:

YOUR RESUME

TWO LETTERS OF RECOMMENDATION

EVIDENCE OF THE APPLICATION TO A COLLEGE

ESSAY – 500 WORDS OR LESS

ESSAY TOPIC: Select a person from your life and explain how this person has influenced your future goals.

Return Application by February 12, 2016:

Kim Patterson

Personal & Confidential – IWOB Scholarship

22 Fiddlers Green

East Amherst, NY 14051

716-560-1196

Claims Professional of the Year

Criteria for Judging:

IWOB/Federation Involvement

Education

Actual claims experience and present professional capacity

Resume

Who is Eligible:

Any member employed primarily in the handling and disposition of claims, arising under any type of insurance contract.

Members with dual memberships are eligible only as a representative of their association of record

Once a member receives this award, they may not apply for that same award for three calendar years.

What Judging is Based On:

Activity Summary Form-all activities and other information submitted by the candidate on the application form must have occurred during the applicant's time as an IWOB member.

Resume.

Fully answering each question is required from all candidates.

How to fill out and Submit an Application:

Applications may be submitted either electronically or by mail.

If submitted electronically, include all information requested within the application.

If mailed, send the original to the Past Presidents' Chair.

The Past Presidents' Committee is responsible for confirming the eligibility of the nominee, and that all appropriate information is attached.

The Past Presidents' Committee must receive the application by the end of the business day on February 1 (Deadlines are strictly enforced)

Claims Professional of the Year Award

Form must be typed and completed by either the applicant or someone on their behalf, with the applicant's permission.

PURPOSE: To recognize a claims professional who has demonstrated superior knowledge of the claims field, experienced professional advancement through educational pursuits, demonstrated leadership in the field and is an active participant in IWOB/Federation activities.

Name and Designations:

Address:

Day Phone: _____ Home Phone: _____

Year Entered Insurance Industry: _____

Section 1 IWOB/Federation Involvement- List the following information for the past five years only: (Attach a separate sheet of paper, if submitting by mail)

- A. IWOB/Federation offices/committees on which you have served. Specify if you have chaired any committees.
- B. List any Federation conventions you have attended.

Section 2 Education- List the following education achievements completed within the last five years.

Claims Professional—Page 2

Insurance education programs (as a student in the last five years)

List the program name, duration, date and whether company or agency sponsored, seminars or special education classes.

Education programs taught in the last five years

List the program name, duration, date and sponsoring agency/company.

Other education programs (college, etc)

List the program or course name, date, organization and certification or degree.

Claims or adjusters associations

List other local, state regional or national organizations to which you belong.

Section 3 Work/Experience:

A brief description of your job, including responsibilities

Professional accomplishments that are claims related.

Section 4 Employment- Indicate insurance employment (list most recent first):

Dates of Employment

Employer

Positions Held

Submit to: Robin Grzechowiak, 79 Jasmine Avenue, West Seneca, NY 14224 or email to her at rgrzechowiak@mtb.com.

If you have any questions, please email Robin at 716-651-4849 or call her at 716-651-4849.

Employer of the Year Award

This will be awarded at Associates' Night.

Criteria:

Employer does not need to be an individual. It can be an agency or company.

Agency or company must have a local office to qualify.

Employer must be in the insurance industry.

Employer must be supportive of the Insurance Women of Buffalo Inc

Submission to include the following:

Name of individual to contact regarding submission.

Email address and phone number of contact.

Biography not to exceed 500 words. Include your reasons for nominating this employer and why they are deserving of this award.

DEADLINE: February 1 - No Exceptions

Submit to: Robin Grzechowiak
79 Jasmine Ave.
West Seneca, NY 14224

Or email to Robin at rgrzechowiak@mtb.com

If you have any questions, please email Robin at rgrzechowiak@mtb.com or call her at 716-651-4849.

Rookie of the Year Award

Criteria for Judging:

- IWOB/Federation Involvement
- Education
- Industry Involvement
- Completed Activity Summary Form

Who is Eligible:

- Eligible candidates have been members of IWOB for two years or less.
- Previous winners are not eligible

On What is Judging Based:

- Activity Summary Form-all activities and other information submitted by the candidate on the application form must have occurred during the applicant's time as an IWOB member.
- Fully answering each question is required from all candidates.

How to fill out and Submit an Application:

- Applications may be submitted either electronically or by mail.
- If submitted electronically, include all information requested within the application.
- If mailed, send the original to the Past Presidents' Chair.

The Past Presidents' Committee is responsible for confirming the eligibility of the nominee, the length of the essay and that all appropriate information is attached.

The Past Presidents' Committee must receive the application by the end of the business day on February 1 (Deadlines are strictly enforced)

Submit to: Robin Grzechowiak
79 Jasmine Avenue
West Seneca, NY 14224
Or email to rgzechowiak@mtb.com

Rookie of the Year Award Application

Form must be typed and completed by either the applicant or someone on their behalf, with the applicant's permission.

PURPOSE: To recognize the accomplishments of a new member who has made a significant contribution to IWOB within two years of joining the association.

Name and Designations:

Date of Membership:

Address:

Day Phone: _____ Home Phone: _____

Year Entered Insurance Industry: _____

Section 1 IWOB/Federation Involvement- List the following information: (Attach a separate sheet of paper, if submitting by mail)

Important: Include only those activities that have occurred during the 24 month period from the date (month/year) of joining IWOB.

- A. IWOB/Federation offices/committees on which you have served. Specify if you have chaired any committees.
- B. List any Federation conference committees on which you have served.

Rookie of the Year Award Application

Page 2

- C. List any Federation committee, panel or task force on which you have served.
- D. List position or term if you have served as a Board Member or officer for IWOB.

Section 2 Education- List the following education achievements completed since your join date

- A. IWOB classes (Confidence While Communicating, Leadership Development, Mentoring, etc)
- B. Industry programs, workshops/seminars (of at least 2 hours in length)
- C. National Examinations-list each national exam course you have taken since your join date. Please specify the course name and number, date of exam, exam passed or awaiting results, and whether the course met the requirements leading to any designations.
- D. Non-industry courses-List professional courses taken at adult education, community college, or university that you passed (count series of classes as one course) List the course name and number, description, sponsor and date completed.

Section 3 Other Achievements- List other achievements since your join date.

- A. List any other activities, achievements or associations you have participated in that you feel reflect your dedication to IWOB/Federation and the insurance industry.

Section 4 Employment- Indicate insurance employment (list most recent first):

[illegible]

Distinguished Service Award

To be awarded at Associates' Night

Criteria:

Candidates must be in or related to the insurance industry for 10 years.

Candidate CANNOT be a member of Insurance Women of Buffalo Inc.

Submission to include the following:

Name of individual to contact regarding submission

Email address and phone number of contact

Candidate's name, name of candidate's employer and candidate's job function.

Include candidate's contributions to the insurance industry, their community support and short bio of the candidate.

DEADLINE: February 1. No Exceptions

Submit to: Robin Grzechowiak

79 Jasmine Ave.

West Seneca, NY 14224

Or email to rgrzechowiak@mtb.com

If you have any questions, please email Robin at rgrzechowiak@mtb.com or call her at 716-651-4849.

Insurance Professional of the Year

Criteria for Judging:

- IWOB/Federation Involvement
- Education
- Industry involvement
- Resume

Who is Eligible:

Candidates who have been employed in the insurance field for at least 10 years, and who have been an active member of IWOB for at least 5 years.

Once a member receives this award, they may not apply for that same award for three calendar years.

On What is Judging Based:

Activity Summary Form-information supplied on this form must be for the period indicated for specific questions.

Resume

Fully answering each question is required from all candidates.

How to fill out and Submit an Application:

Applications may be submitted either electronically or by mail.

If submitted electronically, include all information requested within the application.

If mailed, send the original to the Past Presidents' Chair.

The Past Presidents' Committee is responsible for confirming the eligibility of the nominee, the length of the biography and that all appropriate information is attached.

The Past Presidents' Committee must receive the application by February 1.

Submit to: Robin Grzechowiak
79 Jasmine Avenue
West Seneca, NY 14224
Or email to Robin at rgrzechowiak@mtb.com

If you have any questions, please email Robin at rgrzechowiak@mtb.com or call her at 716-651-4849.

Insurance Professional of the Year Award

Form must be typed and completed by either the applicant or someone on their behalf, with the applicant's permission.

PURPOSE: To recognize an individual who in pursuing a career has contributed to the insurance industry through education, creation of industry alliances or legislative activities.

Name and Designations:

Address:

Day Phone: _____ Home Phone: _____

Year Entered Insurance Industry: _____

Section 1 IWOB/Federation Involvement- List the following information for the past five years only: (Attach a separate sheet of paper, if submitting by mail)

Local

List with dates each elected office, committee chaired, and committee membership

List the percentage of local association meetings that you attend on annual basis.

List the dates of any awards of merit or special recognition that you received from your local association.

Federation

List dates for any time that you have served as a regional director, chaired a position or served on any Federation committee or position, including membership on Federation convention committees.

List the number of meetings that Federation has had in the last 5 years and how many of them you attended.

List the dates of any awards of merit or special recognition that you have received from the Federation.

List how many of the past 5 Federation conventions that you attended.

Section 2 Education- List the following education achievements completed within the last five years.

Insurance education programs (in the last five years)

List specific titles and dates of any IWOB course that you have completed

List specific titles and dates of each insurance-related workshop or seminar that you have attended

List specific titles and dates of each insurance-related workshop or seminar that you have taught (not on the job)

List specific titles and dates of each insurance-related course of at least one day duration that you have taught (not on the job)

List any degrees or designations that you have earned (no time limit)

Section 3 Industry Involvement- Base your answers on the past 5 years unless otherwise indicated.

List specific titles and dates of each activity that involved speaking to a related industry or consumer group on insurance or IWOB/Federation (not job related)

List the following committees/offices/dates for

Each committee that you served on or chaired

Each elected office that you held

Membership in non-IWOB/Federation industry association (include committees served on and chaired)

List meeting names and dates for each non-IWOB/Federation industry association, regional and Federation meeting that you attended.

List awards, dates and sponsoring associations for each award of merit or special recognition that you received from an industry organization or other industry body.

Section 4 Employment- Indicate insurance employment (list most recent first):

Dates of Employment

Employer

Positions Held

Section 4 Question- On a separate sheet of paper, (must be typed, double-spaced) prepare a 500 word answer to one of the three items listed below:

1. What industry alliances and personal and professional networks have you developed as a result of your involvement with IWOB/Federation? Be specific-discuss the alliances and networks as well as benefits to you.
2. Describe your educational pursuits, particularly with respect to how those pursuits increased your professionalism and helped you attain positions of greater responsibility in the industry.
3. Discuss your involvement with your legislators and the active role that you have taken to impact legislative activity in your area.

INSURANCE WOMEN OF BUFFALO, INC.

2016 SCHOLARSHIP AWARD

We are proud to announce that once again we are offering two scholarships to High School Seniors or College Freshman who are actively seeking the pursuit of Continuing Education via a two or four year program. We offer a \$1,500 Scholarship as well as a \$1,000 Scholarship.

CRITERIA:

Each candidate must have a RELATIVE employed in the industry or be a RELATIVE of a member of the Insurance Women of Buffalo, Inc.

Each candidate is required to submit a RESUME

Each candidate must submit TWO LETTERS OF RECOMMENDATION

(Teacher, Guidance Counselor, Coach, Employer)

Each candidate must provide PROOF OF APPLICATION to a two or four year college.

A typed ESSAY of 500 words or less is required of each candidate

ESSAY TOPIC: Select a person from your life and explain how this person has influenced your future goals.

DEADLINE: ALL APPLICATIONS MUST BE RECEIVED BY FEBRUARY 12, 2016.

Winners will be notified by phone by March 3, 2016.

Presentation of the scholarship awards will be done at the Insurance Women of Buffalo "Associates Night" to be held on March 8, 2016.

IWOB will pay for the dinners of the winners and one parent each, to attend the presentation. We will ask the winning candidates to read their submitted essays at the dinner. If the winning candidates wish to have others attend, the cost of the additional dinners will be at their own expense.

All entries are to be submitted to: Kim Patterson

Personal & Confidential – IWOB Scholarship
22 Fiddlers Green
East Amherst, NY 14051

Complete entries must be mailed (NO E-MAIL SUBMISSIONS) to the above address. Any questions may be directed to Kim Patterson at 716-560-1196.

Thank you for your participation.

Sincerely,

Education Committee

INSURANCE WOMEN OF BUFFALO, INC.

**INSURANCE WOMEN OF BUFFALO, INC.
2016 SCHOLARSHIP AWARD
CANDIDATE INFORMATION**

NAME: _____

ADDRESS: _____

PHONE: _____

HIGH SCHOOL: _____

NAME OF RELATIVE IN THE INDUSTRY or IWOB Member:

RELATIVE'S EMPLOYER: _____

RELATIONSHIP TO CANDIDATE: _____

PLEASE INCLUDE THE FOLLOWING WITH THIS APPLICATION:

YOUR RESUME

TWO LETTERS OF RECOMMENDATION

EVIDENCE OF THE APPLICATION TO A COLLEGE

ESSAY – 500 WORDS OR LESS

ESSAY TOPIC: Select a person from your life and explain how this person has influenced your future goals.

Return Application by February 12, 2016:

Kim Patterson

Personal & Confidential – IWOB Scholarship

22 Fiddlers Green

East Amherst, NY 14051

716-560-1196

SAVE THE DATE

Tuesday, March 8th, 2016

Insurance Women of Buffalo

Associates Night

Plan to join us at the

The Grapevine Banquets

333 Dick Road

Depew, New York 14043

for

Social Networking

Open bar and Hors d'oeuvres

Dinner and Dessert

Reservation form and more info coming soon!

Public Relations Committee

Lawley

INSURANCE | EMPLOYEE BENEFITS

Commercial Insurance Assistant Account Manager (Buffalo, NY)

Position Focus:

- Produce summaries, ordering and issuing binders, certificates, policies, policy changes, premium/loss summaries, proposals, complete coverage reviews and other insurance documents within designated timelines
- Identify cross sell and up sell opportunities as appropriate
- Obtain non-marketed renewal quotes from existing carriers, completing renewal processes and handle non-renewal and cancellations for cause, validate audits
- Support all Commercial Lines initiatives, as guided by Lawley values, sales culture and scorecard

Successful candidates ideally possess:

- At least one year experience in a similar position; Commercial experience preferred
- Property/Casualty License (all lines) or willingness to pursue in first 90 days
- Relevant knowledge of insurance products, documents and usages
- Word and Excel skills are a must. Applied/EPIC and carrier website experience is preferred
- Independence *and* ability to function well on a team
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree preferred
- Positive attitude, even in a high stress environment
- A need to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills especially in regard to prioritization
- Precise communication skills, even under time constraints

What's in it for you? *The Lawley Advantage!*

- Fulfilling career securing your clients' well being
- Competitive salary, referral bonuses **AND** an annual bonus eligibility
- Great Benefits (Medical, Dental, Vision-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- Lawley is not a call center environment
- Work hard, play hard!!!



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Lawley

INSURANCE | EMPLOYEE BENEFITS

Document Management Support Assistant (Buffalo, NY) **Part-Time Position, Mondays & Tuesdays**

Position Focus:

- Provide administrative support including scanning, downloading insurance information from websites, routing faxes, processing of incoming and outgoing mail, with training provided
- Maintain a smooth flow of information with internal and external customers, carriers, managers and staff
- Support all Lawley Insurance initiatives, as guided by Lawley values, sales culture and scorecard

Successful candidates ideally possess:

- Minimum of 1 year experience in a similar or related position
- High School Diploma or equivalency required, Associates' Degree preferred
- Experience navigating windows based computer programs
- Experience with scanning equipment and electronic postage equipment is a plus
- Familiarity with processing of incoming and outgoing mail
- Incredible attention to detail and organizational skills
- Positive attitude, even in a high stress environment
- A need to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Precise communication skills, even under time constraints
- Ability to work 10:30-4:30 Monday and Tuesday each week; some flexibility to assist with coverage for vacations and leaves is ideal!

What's in it for you? *The Lawley Advantage!*

- Comfortable, family oriented culture
- Part-time benefit plan, and PAID PARKING!!
- Work hard, play hard!!!



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Lawley

INSURANCE | EMPLOYEE BENEFITS

Employee Benefits Account Executive/Manager

Position Focus:

- Manage account service and strategic initiatives including plan analysis and acting as a liaison between the client and carrier
- Respond to client inquiries, renewals, benefit changes as needed and communicate through group meetings for enrollment
- Work with carriers to facilitate presentations for clients, or conduct presentations personally
- Identify cross selling opportunities within Lawley Benefits Group (LBG) and refer clients to other product lines
- Reach and maintain retention goal of 95% or greater
- Support all LBG initiatives, as guided by Lawley values, sales culture and scorecard

Successful candidates ideally possess:

- Insurance experience in customer service or account management for 3 years or more
- Life Accident & Health License
- Relevant knowledge of group insurance products, documents and usages
- Computers skills are a must; Including Word, Excel, Outlook & PowerPoint
- Demonstrated relationship building skills
- Independence *and* ability to function well on a team
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree preferred
- Positive attitude, even in a high stress environment
- A need to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills
- Precise verbal and written communication skills, even under time constraints

What's in it for you? *The Lawley Advantage!*

- Fulfilling career securing your clients' well being
- Competitive salary, referral bonuses **AND** an annual bonus eligibility
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- Lawley is not a call center environment
- Work hard, play hard!!!



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Lawley

INSURANCE | EMPLOYEE BENEFITS

Employee Benefits Client Service Specialist (Buffalo, NY)

Position Focus:

- Support a book of business managed by an Account Executive, including plan analysis and acting as a liaison between the client and carrier for billing, claim issues and membership questions
- Assist with preparation of detailed benefit comparisons, coordinate client presentations with Client Relations Manager and Marketer
- Attend presentations for clients, and follow up on requests for information, attend open enrollment meetings
- Submit new and renewal paperwork to carriers, and assist in proposal preparation and renewal packages
- Support all LBG initiatives, as guided by Lawley values, sales culture and scorecard

Successful candidates ideally possess:

- Insurance experience in customer service or account management for 3 years or more
- Life Accident & Health License; or willingness to pursue in first 90 days
- Computers skills are a must; Including Word, Excel, Outlook & PowerPoint
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree preferred
- Positive attitude, even in a high stress environment
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills
- Precise verbal and written communication skills, even under time constraints

What's in it for you? *The Lawley Advantage!*

- Fulfilling career securing your clients' well being
- Competitive salary, referral bonuses **AND** an annual bonus eligibility
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- Lawley is not a call center environment
- Work hard, play hard!!!



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Lawley

INSURANCE | EMPLOYEE BENEFITS

Insurance Advisor/Producer (Batavia, NY)

Position Focus:

- Prospects, solicits, quotes and consults for new Commercial, Personal and Benefit Insurance accounts
- Counsels and markets to existing clients
- Prequalifies insurance prospects for insurability and quality of risk
- Reviews expirations, endorsement, claim, audit and cancellations with Account Manager
- Completes all required applications and documentation; obtains signed application
- Seeking a Producer who resides and is invested in Genesee County (territory could also reach surrounding counties)
- Support all Branch initiatives, as guided by Lawley values, sales culture and scorecard

Successful candidates ideally possess:

- Minimum of three (3) years' experience in a similar or related position
- Extensive sales skills and customer service focus
- Ability to generate new business sales, retain existing business and cross sell other lines of business
- Relevant understanding of insurance documents and policy forms
- Pertinent knowledge of rating procedures, coverages and industry operations to effectively manage, maintain and write assigned client and prospect lists
- Pertinent knowledge of insurance markets and special programs
- Property/Casualty license; Insurance designations preferred
- Extensive computer skills and knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook
- Independence *and* ability to function well on a team
- Incredible attention to detail and organizational skills
- Positive attitude, even in a high stress environment
- A need to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills especially in regard to prioritization
- Participates in projects on an as-needed basis
- Precise communication skills, even under time constraints
- Associates or Bachelor's Degree in Agriculture or related field, Experience in the field of Agriculture is a plus

What's in it for you? *The Lawley Advantage!*

- Fulfilling career securing your clients' well-being and opportunity to have equity in your own book of business
- Potential for succession planning efforts including Branch Partner
- Complete package including great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Work hard, play hard!!!

Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Lawley

INSURANCE | EMPLOYEE BENEFITS

Application Support Analyst (Buffalo, NY)

Position Focus:

- Support current business applications including technical assistance to 350+ end users
- Application troubleshooting
- Desktop support
- Support all Operations initiatives, as guided by Lawley values, sales culture and scorecard

Successful candidates ideally possess:

- Bachelor's degree in CIS/IS
- 1-2 years' experience in a similar role
- Application troubleshooting experience
- Windows OS, MSOffice, Adobe Application expertise desired
- Knowledge of relational databases including SQL preferred
- Demonstrated relationship building skills
- Independence *and* ability to function well on a team
- Incredible attention to detail and organizational skills
- Experience with Salesforce, Qlikview or Applied/EPIC (insurance specific system) is a plus
- Experience utilizing data integration tools such as Informatica a plus
- Positive attitude, even in a high stress environment
- A need to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills
- Precise verbal and written communication skills, even under time constraints

What's in it for you? *The Lawley Advantage!*

- Fulfilling career securing your internal clients' well being
- Competitive salary, referral bonuses **AND** an annual bonus eligibility
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- Lawley is not a call center environment
- Work hard, play hard!!!



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

This Thank You Card was sent by Sue Cervi of the Cornerstone Manor in appreciation of the Christmas gifts that were donated to them by the members of the Insurance Women of Buffalo Inc.



12-16-15

*Thank you
from the bottom of our hearts for your
kindness and caring
for others in need
at the
Buffalo City Mission!*

*Thank you very much for your
donation of Christmas gifts for the women
at Cornerstone Manor. Your gifts will
help to make their holiday brighter, and
we sincerely appreciate your generosity!
Have a blessed Christmas!
In His Service, Sue Cervi, Mgr. of Volunteers*