FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY:	POLICY NO: FMG-007	PAGE 1 of 1
INSURANCE: COMMERCIAL GENERAL INSURANCE, RESIDENTIAL INSURANCE, AGENCY VEHICLES INSURANCE	DATE ISSUED: February 2022	PREVIOUS POLICY DATE/NAME: None
		RELATED DOCUMENTS: Service Agreement – Section 11.0
APPROVED BY: Board of Directors	DISTRIBUTION: Board Policy	

PURPOSE:
The purpose of Commercial General Insurance, Residential Insurance, and Agency Vehicles is to mitigate risk and to protect the property of the organization, any bodily injury

POLICY:
Family Visions Inc. will carry appropriate and sufficient Commercial General Liability Insurance for the property, employees, Board of Directors and staff.

PROCEDURE:
- Family Visions Inc. will carry a Commercial General Insurance, Residences Insurance, and Agency Vehicle Insurance policy.
- The Executive Director and the Board of Directors will review the policy on a yearly basis, this may include asking the current insurance broker to attend a board meeting and provide information and updates on the policy.
- The Executive Director and the Board of Directors, if wanting to change the current broker or policy will request a call for three quotes/tenders to determine a new and updated insurance plan.
- Changes to the provider will be by board motion.