

LOUISIANA CLAIMS ASSOCIATION CLAIMS PERSON OF THE YEAR

GENERAL RULES AND PROCEDURES

HISTORY: Claims Person Of The Year Award is to recognize an outstanding individual in the claims adjusting field that has, through his or her professional and civic conduct and achievements, shown outstanding and personal achievement.

This award is to be awarded once a year at the Association's annual convention. The first award was awarded at the annual convention held in New Orleans in June 1995.

GENERAL RULES

A. ELIGIBILITY:

1. Candidate must be a member of the LOUISIANA CLAIMS ASSOCIATION.
2. Candidate must be a full time claims professional providing insurance claims services which include the following:
 - a) Investigation to determine coverage and compensability of insurance claims and/or;
 - b) Negotiation and settlement of insurance claims and/or;
 - c) Claims review and evaluation.
3. Candidate may be an attorney if he has five years combined service as a member of the Board of the Louisiana Claims Association and/or one of its officers.

B. JUDGING / SELECTION OF CANDIDATE FOR AWARD:

The Claims Person Of The Year will be judged on the following criteria:

- A. Business Ethics
- B. Business Achievement
- C. Claims Handling Expertise
- D. Contributions to the Industry
- E. Education Achievements
- F. Contributions to the Claims Association, state or local.
- G. Family and community

C. SCORING: The Committee will award points in each category based on the following:

CATEGORY:	POINTS / UP TO:
BUSINESS ETHICS	10
BUSINESS ACHIEVEMENTS	10
CLAIM HANDLING EXPERTISE	10
EDUCATION ACHIEVEMENTS	10
CONTRIBUTIONS TO INDUSTRY	10
CONTRIBUTIONS TO LOCAL OR STATE ASSOCIATION	10
FAMILY & COMMUNITY	10
TOTAL POINTS	70

The individual scoring of the various candidates will be held confidential and will only be known to the Board Of Directors and the Committee.

D. PROCEDURES:

1. The committee must be chaired by a member of the Association excluding sponsors or attorneys.
2. For the five finalist judging, a committee member must exempt themselves from voting if a nominee is a member of their firm or is an individual whom the committee member provides a service, or is a relative.
3. Any committee member nominated for the award will have to withdraw from the committee.
4. The committee should consist of at least one (1) member from each local association and two (2) at large members and one of the committee acting as chairperson.
5. The committee chair person can replace members at his/her discretion.
6. The winner of the CLAIMS PERSON OF THE YEAR AWARD for the year immediately preceding the current year should be asked to serve on the committee.
7. The five finalists shall receive (2) free tickets to the convention banquet.
8. The Winner of the award will be the invited guest at the following year's convention and expo, with all registration fees for the winner and their spouse paid by the association.
9. The winner is kept secret until the convention/banquet.
10. The committee will act to insure the winner's presence at the banquet.

E. AWARD

1. PLAQUE: The winner will receive a plaque to keep with the following engraved:

**WINNER'S NAME
WINNER'S EMPLOYER'S NAME
YEAR OF AWARD
LOUISIANANA CLAIMS ASSOCIATION
CLAIMS PERSON OF THE YEAR AWARD**

2. CLAIMS PERSON OF THE YEAR TROPHY:
The winner will receive the CLAIMS PERSON OF THE YEAR TROPHY and keep the trophy for one year, surrendering the trophy to next year's winner at the banquet. The trophy will, on a year to year basis, have the current year's winner's name, city, year of award and employer's name engraved on a small plate to be added to the previous year's winners.
3. The Committee Chairman will introduce the previous year's winner at the banquet, who will then introduce and make the award to the current winner.
4. The current winner will be encouraged to represent the Association at functions that the board may deem appropriate.
5. Any changes to the rules and procedures must be approved by the board.
6. The selected winner should be selected by the committee no later than 30 days prior to the convention.