

MARNY MORIN
Notary Public
Secretary, The Society of Notaries Public of BC
Director of Programs and Services, SNP
Program Manager, BC Notaries Captive Insurance Company

Commissioned as Notary Public	June 1989
Committee to redesign and rewrite Notary Education Program with UBC	1993 to 1995
Staff Administrator – BC Notaries Director of Programs and Services	2002 to present
Notary Public in private practice	1989 to 2008
Committee to establish Simon Fraser University Master of Arts, Applied Legal Studies program	2008-2012
Secretary, Society of Notaries Public	2017 to present
Program Manager, Captive Insurance Company	2021 to present

Duties as Staff Notary Administrator (under supervision of Executive Director):

Manage Insurance Program

- Manage errors and omissions insurance and fidelity insurance
- Receive, review and manage member insurance claims
- Provide Administrative duties
- Liaise with Insurance broker team for Captive Insurance Company
- Liaise with the Board of Directors of the Captive Insurance Company

Manager Education Program – Members (prior to split of Association) and Students

- Members: develop and deliver two annual two-day conferences – spring and fall
- Members: develop and deliver annual “new notary” workshop
- Members: develop and deliver one or two additional workshops as directed
- Work with Education Committee to develop and maintain continuing education requirements of members
- Staff Liaison for Education Committee
- Students: develop and deliver 6 week Practical Training Course for notary students
- Students: manage student progress through 2 years of training
- Students: teach a course in the Simon Fraser University Masters Degree course for students

Manager Practice Inspection Program

- Develop program
- Identify and recruit members to act as Inspectors
- Manage inspector schedules
- Receive and review member inspection reports
- Create and publish list of recommendations for members

Manager Practice Standards Committee

- Liaise with Committee to draft practice standards for members (new)

Presentations:

- Develop, prepare and deliver presentations to Directors, students and members

Duties as Secretary:

- Perform functions of Secretary as set out in the Notaries Act
- Liaise with the Registrar of Notaries at the Supreme Court of British Columbia
- Manage membership roll
- Issue Suspension and Termination notices as directed by the Executive Director