

CAS Board Chair Position Description

1. Incumbency. The Immediate Past President is the ex officio chairperson of the Board.
2. Tenure. The term of the Board chairperson is one year.
3. Role. The principal role of the chairperson is to:
 - a. Work with EXECOMM to establish the Board agenda.
 - b. Manage the discussion of the agenda at the Board meeting.
 - c. Ensure the transmission of Board actions to the appropriate committees and task forces.
4. Pre-Meeting Duties.
 - a. The chair leads EXECOMM, which also includes the President, President-elect and the Executive Director. EXECOMM is responsible for the construction of the Board Agenda including the completeness and readiness of the Board items.
 - b. The chair is responsible for determining the length of time each Board agenda item will be allocated with input from both the other members of EXECOMM and from the intended item presenter
5. Meeting Duties.
 - a. The chair attempts to keep Board discussions collegial as this atmosphere tends to foster the free exchange of ideas.
 - b. The chair should be familiar with-parliamentary procedure for situations where collegiality breaks down.
 - c. The chair must be seen as fair and impartial, allowing all points of view to be heard.
 - d. The chair has the responsibility for recognizing who has the floor.
 - e. The chair may have to put an end to sidebar conversations that are both inconsiderate to the speaker who has the floor and distracting from business. The member who has the floor deserves the undivided attention of the assembly, and it is the chair's duty to protect that right.
 - f. The person who made a motion should be given the right to speak first.
 - g. Members who have not spoken should have priority over those who have already addressed the body on the question.
 - h. It is also desirable to recognize a member who speaks infrequently over one who regularly holds forth.
 - i. The chair may keep a list of individuals who are seeking to speak.
 - j. The chair should make sure everyone is heard and all points are brought out, while encouraging participants not to rehash the same thoughts.
 - k. The chair may solicit comments from an attendee who has not spoken on the subject.
 - l. The chair should ensure that the question before the body is fully understood and should bring out the full ramifications of the motion.

- m. The chair customarily does not engage in debate but may offer his/her opinion or relevant material to the discussion.
 - n. The chair with the assistance of the Executive Director (who serves as a parliamentarian present to advise the chair) makes rulings on parliamentary procedure.
 - o. The Board is the judge of its rules, and the chair's decision may be appealed and voted on by the assembly.
6. Post Meeting Duties.
- a. The chair (in conjunction with the President and Executive Director) should ensure that Board directed actions are communicated to appropriate committees and task forces.
7. Accountability. The chair is accountable to the membership of the Casualty Actuarial Society. The chair will adhere to the Board Meeting Attendance Policy and Board of Director Conduct Guidelines.
8. Authority. The chair is not authorized to act on behalf of the Casualty Actuarial Society unless specifically authorized by the Board or by membership vote. This authorization does not apply to activities prohibited by the Constitution and Bylaws of the Society, explicitly or by implication.