POSITION DESCRIPTION
CAS President Elect

1. **Incumbency.** The President-Elect is a Fellow elected by the membership as prescribed by the Constitution.

2. **Tenure.** The President-Elect serves for one year. A Fellow may be elected President-Elect only once.

3. **Accountability.** The President-Elect is accountable and reports to the President.

1) **Duties.** The President-Elect’s primary area of responsibility is to assist the President in carrying out the duties of that office as directed by the President. In addition, the President-Elect shall:

   a) Serve as a member of the CAS Board of Directors.

   b) Assist the President in the President’s responsibility to oversee the operations of the CAS. In this capacity the President Elect shall:
      i) Approve task force chairs and members and supervise the activities of active CAS task forces reporting to the President-Elect.
      ii) Perform the duties of the President in the event of the President’s absence, inability, or refusal to act.
      iii) Participate in meetings of the Executive Council.
      iv) Conduct the annual CAS Leadership Summit.
      v) Review (at least annually) this position description for continued relevance and propose any needed changes to the President for approval.
      vi) Serve on:
         (1) CAS Leadership Team
         (2) CAS Office Compensation Committee
         (3) International Leadership Team
         (4) Leadership Development Committee
      vii) Advise the President in the President's role of supervising the activities of the Vice Presidents and the Executive Director.

   c) Assist the President in representing the CAS to other organizations. In this capacity the President-Elect shall:
      i) Serve as a CAS representative to:
         (1) The North American Actuarial Council
         (2) The Council of US Presidents
         (3) The Casualty Practice Council of the American Academy of Actuaries
         (4) The Board of Directors of the American Academy of Actuaries
         (5) The Joint Discipline Council
      ii) Supervise the activities for liaisons and CAS representatives to other organizations as established and assigned.
4. **Authority.** The President-Elect has the authority to act as required to effectively conduct the business of her/his office except to:

   a) Enter into contract on behalf of the Society without the written approval of the Board.

   b) Authorize expenditures on behalf of the Society in excess of $25,000. The President-Elect is subject to the expenditure authority guidelines approved by the Board of Directors in September 2007.

The President-Elect is charged with exercising sound judgment in the conduct of the business of her/his office. Whenever a question arises where authority/responsibility is not clear, the President-Elect is expected to consult with the President in advance of exercising any of the available options.