

POSITION DESCRIPTION
Vice President – International

1. Incumbency. The Vice President - International is a Fellow elected by a majority vote of the Board of Directors as prescribed by the Constitution.
2. Tenure. The Vice President - International is elected for a one-year term. An incumbent may be reelected and serve up to three consecutive terms.
3. Accountability. The Vice President - International is accountable and reports to the President.
4. Duties. The function of the Vice President - International, in partnership with Staff, is to advocate, coordinate, manage, and supervise CAS international activities related to providing services to current and potential future CAS members outside North America. Specifically, the Vice President - International shall:
 - a) Supervise and coordinate the activities of the committees, task forces, and liaison representatives reporting to the Vice President - International.
 - b) Liaise with CAS operating committees regarding:
 - services needed by current and potential future CAS members outside North America, and
 - communicating international developments to all CAS members.
 - c) Liaise with the CAS International Secretary and International and Regional ambassadors regarding outreach activities that are relevant to current and potential future CAS members outside North America.
 - d) Represent the perspective of current and potential future CAS members outside North America on all matters before the Executive Council.
 - e) Provide periodic status reports to the Executive Council and Board on an as needed basis.
 - f) Keep the President and President-Elect informed on a regular basis of all activity.
 - g) Participate in meetings of the Executive Council and attend meetings of the Board of Directors. The Board usually holds quarterly in-person meetings. The Executive Council usually holds at least four in-person meetings and up to eight teleconferences during the year.
 - h) Ensure that the Participation Survey is fully utilized for committees reporting to her/him to the end that:
 - resources are always equal to the task;
 - there exists at all time at least one qualified successor candidate for each committee chairperson.

- i) Appoint and replace as necessary chairpersons for the committees and task forces reporting to her/him.
 - j) Prepare (annually) goals and submit to the President-Elect for approval.
 - k) Oversee annual budgeting process for the committees reporting to him/her.
 - l) Manage the flow and content of communications prepared by volunteers on behalf of committees reporting to her/him and recommend the involvement of marketing and communications staff and volunteers as necessary to ensure the communications have been adequately reviewed prior to distribution.
 - m) Submit quarterly cycle reports to the President, in writing, on progress within her/his areas of responsibility, with such reporting to be on an actual vs. planned basis.
 - n) Review (at least annually) and approve the position descriptions of each committee chairperson reporting to her/him.
 - o) Review (at least annually) this position description for continued relevance and propose any needed changes to the President for approval.
 - p) Ensure that risks and opportunities are identified and assessed for integration into the CAS's ERM Program, as delineated by the Risk Management Committee, EC, and Board. Provide a representative to the Risk Management Committee, which manages the CAS ERM Program.
 - q) Advise the President in the President's role of supervising the activities of the President- Elect, other Vice Presidents, and the Executive Director.
 - r) Perform other duties as may be assigned by the President.
5. Authority. The Vice President - International 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 \$10,000. The Vice Presidents are subject to the expenditure authority guidelines approved by the Board of Directors in September 2007.

The Vice President - International 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 Vice President - International is expected to consult with the President in advance of exercising any of the available options.

POSITION DESCRIPTION

Vice President – Marketing and Communications

1. Incumbency. The Vice President - Marketing and Communications is a Fellow elected by a majority vote of the Board of Directors as prescribed by the Constitution.
2. Tenure. The Vice President - Marketing and Communications is elected for a one-year term. An incumbent may be reelected and serve up to three consecutive terms.
3. Accountability. The Vice President - Marketing and Communications is accountable and reports to the President.
4. Duties. The function of the Vice President - Marketing and Communications, in partnership with Staff, is to oversee the marketing and communication activities conducted on behalf of the CAS and casualty actuarial profession for both internal and external audiences. Specifically, the Vice President - Marketing and Communications shall:
 - a) Supervise activities of the committees, task forces, and liaison representatives reporting to the Vice President - Marketing and Communications.
 - b) Oversee maintenance of the CAS brand and promotion of the brand to the CAS's key stakeholders.
 - c) Participate in meetings of the Executive Council and attend meetings of the Board of Directors. The Board usually holds quarterly in-person meetings. The Executive Council usually holds at least four in-person meetings and up to eight teleconferences during the year.
 - d) Provide periodic status reports to the Executive Council and Board on an as needed basis.
 - e) Keep the President and President-Elect informed on a regular basis of all activity.
 - f) Conduct the annual Participation Survey and ensure that the Participation Survey is fully utilized for committees reporting to her/him to the end that:
 - resources are always equal to the task;
 - there exists at all times at least one qualified successor candidate for each committee chairperson.
 - g) Appoint and replace as necessary chairpersons for the committees and task forces reporting to her/him.
 - h) Prepare (annually) goals and submit to the President-Elect for approval.
 - i) Oversee the annual budgeting process for committees reporting to her/him.

- j) Manage the flow and content of communications prepared by volunteers on behalf of committees reporting to her/him and recommend the involvement of marketing and communications staff and volunteers as necessary to ensure the communications have been adequately reviewed prior to distribution.
 - k) Submit quarterly cycle reports to the President, in writing, on progress within her/his areas of responsibility, with such reporting to be on an actual vs. planned basis.
 - l) Review (at least annually) and approve the position descriptions of each committee chairperson reporting to her/him.
 - m) Review (at least annually) this position description for continued relevance and propose any needed changes to the President for approval.
 - n) Serve as an ex-officio member of the Publications Management Board.
 - o) Ensure that risks and opportunities are identified and assessed for integration into the CAS's ERM Program, as delineated by the Risk Management Committee, EC, and Board. Provide a representative to the Risk Management Committee, which manages the CAS ERM Program.
 - p) Advise the President in the President's role of supervising the activities of the President-Elect, other Vice Presidents, and the Executive Director.
 - q) Perform other duties as may be assigned by the President.
5. Authority. The Vice President - Marketing and Communications has the authority to act as required to effectively conduct the business of her/his office except to:
- a) Enter contract on behalf of the Society without the written approval of the Board.
 - b) Authorize expenditures on behalf of the Society in excess of \$10,000. The Vice Presidents are subject to the expenditure authority guidelines approved by the Board of Directors in September 2007.

The Vice President - Marketing and Communications 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 Vice President - Marketing and Communications is expected to consult with the President in advance of exercising any of the available options.

POSITION DESCRIPTION

Vice President – Professional Education

1. Incumbency. The Vice President - Professional Education is a Fellow elected by a majority vote of the Board of Directors as prescribed by the Constitution.
2. Tenure. The Vice President - Professional Education is elected for a one-year term. An incumbent may be reelected and serve up to three consecutive terms.
3. Accountability. The Vice President - Professional Education is accountable and reports to the President.
4. Duties. The function of the Vice President - Professional Education, in partnership with Staff, is to manage that part of CAS activities involving general meetings of the Society, seminars, and other professional education opportunities. In addition, the Vice President - Professional Education oversees the development of a continuing education strategy designed to support the educational needs of members. Specifically, the Vice President - Professional Education shall:
 - a) Supervise activities of the committees, task forces, and liaison representatives reporting to the Vice President -Professional Education.
 - b) Generally do all that is necessary to assure that Society meetings and seminars are well planned, well executed, and achieve their intended purpose. When and where possible, cooperate and consult with Staff liaisons, given they have the historical knowledge and background in CAS operations.
 - c) Participate in meetings of the Executive Council and attend meetings of the Board of Directors. The Board usually holds quarterly in-person meetings. The Executive Council usually holds at least four in-person meetings and up to eight teleconferences during the year.
 - d) Provide periodic status reports to the Executive Council and Board on an as needed basis.
 - e) Keep the President and President-Elect informed on a regular basis of all activity.
 - f) Ensure that the Participation Survey is fully utilized for committees reporting to her/him to ensure that committee resources are always equal to the task.
 - g) Provide input, as needed, to Staff recommendations for Professional Education committee and task force chairpersons.
 - h) Prepare (annually) goals and submit to the President-Elect for approval.
 - i) Provide input as needed to Staff as they adhere to the annual budgeting process for the Professional Education committees and their respective events, where applicable.

- j) Manage the flow and content of communications prepared by volunteers on behalf of committees reporting to her/him and recommend the involvement of marketing and communications staff and volunteers as necessary to ensure the communications have been adequately reviewed prior to distribution.
- k) Submit quarterly cycle reports to the President, in writing, on progress within her/his areas of responsibility, with such reporting to be on an actual vs. planned basis.
- l) Review (at least annually) and approve the position descriptions of each committee chairperson reporting to her/him.
- m) Review (at least annually) this position description for continued relevance and propose any needed changes to the President for approval.
- n) Ensure that risks and opportunities are identified and assessed for integration into the CAS's ERM Program, as delineated by the Risk Management Committee, EC, and Board. Provide a representative to the Risk Management Committee, which manages the CAS ERM Program.
- o) Advise the President in the President's role of supervising the activities of the President-Elect, other Vice Presidents, and the Executive Director.
- p) Perform other duties as may be assigned by the President.

5. Authority. The Vice President - Professional Education has the authority to act as required to effectively conduct the business of her/his office except to:

- a) Set meeting content unilaterally.
- b) Approve meeting, seminar, and Course on Professionalism sites. Staff select those sites.
- c) Enter into contract on behalf of the Society (other than contracts with hotels and guest speakers) without the written approval of the Board.
- d) Authorize expenditures on behalf of the Society in excess of \$10,000. The Vice Presidents are subject to the expenditure authority guidelines approved by the Board of Directors in September 2007.

The Vice President - Professional Education 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 Vice President - Professional Education is expected to consult with the President in advance of exercising any of the available options.

POSITION DESCRIPTION

Vice President – Administration

1. Incumbency. The Vice President - Administration is a Fellow elected by a majority vote of the Board of Directors as prescribed by the Constitution.
2. Tenure. The Vice President - Administration is elected for a one-year term. An incumbent may be reelected and serve up to three consecutive terms.
3. Accountability. The Vice President - Administration is accountable and reports to the President.
4. Duties. The Vice President - Administration, in partnership with Staff, is responsible for managing the service functions necessary for the smooth and effective operation of the Society. Specifically, the Vice President - Administration shall:
 - a) Supervise activities of the committees, task forces, and liaison representatives reporting to the Vice President - Administration.
 - b) Supervise the activities of the Assistant Treasurer.
 - c) Oversee the CAS Trust and serve as one of two Trustees for the CAS Trust.
 - d) Serve as Chairperson of the Periodicals Editorial Board, which is charged with editorial oversight of the Actuarial Review and Future Fellows.
 - e) Serve as an ex-officio member of the Literature Management Board, Variance Editorial Board, Finance Committee, and Audit Committee.
 - f) Serve on the CAS Office Compensation Committee.
 - g) Participate in meetings of the Executive Council and attend meetings of the Board of Directors. The Board usually holds quarterly in-person meetings and up to eight teleconferences during the year. The Executive Council usually holds at least four in-person meetings and up to eight teleconferences during the year.
 - h) Provide periodic status reports to the Executive Council and Board on an as needed basis.
 - i) Keep the President and President-Elect informed on a regular basis of all activity.
 - j) Ensure that the VIP Selection is fully utilized for committees reporting to her/him to the end that:
 - resources are always equal to the task;
 - there exists at all times at least one qualified successor candidate for each committee chairperson.
 - k) Appoint and replace as necessary chairpersons for the committees and task forces reporting to her/him.
 - l) Prepare (annually) goals and submit to the President-Elect for approval.
 - m) Oversee the annual budgeting process for the Administration committees.
 - n) Manage the flow and content of communications prepared by volunteers on behalf of committees

reporting to her/him and recommend the involvement of marketing and communications staff and volunteers as necessary to ensure the communications have been adequately reviewed prior to distribution.

- o) Submit quarterly cycle reports to the President, in writing, on progress within her/his areas of responsibility, with such reporting to be on an actual vs. planned basis.
 - p) Review (at least annually) and approve the position descriptions of each committee chairperson reporting to her/him.
 - q) Review (at least annually) this position description for continued relevance and propose any needed changes to the President for approval.
 - r) Prepare the annual financial report for the CAS Annual Report and Actuarial Review.
 - s) Ensure that risks and opportunities are identified and assessed for integration into the CAS's ERM Program, as delineated by the Risk Management Committee, EC, and Board. Provide a representative to the Risk Management Committee, which manages the CAS ERM Program.
 - t) Advise the President in the President's role of supervising the activities of the President-Elect, other Vice Presidents, and the Executive Director.
 - u) Perform other duties as may be assigned by the President.
5. Authority. The Vice President-Administration 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 \$10,000, except for those amounts in excess of \$10,000 in the approved operational budget. The Vice Presidents are subject to the expenditure authority guidelines approved by the Board of Directors in September 2007.

The Vice President-Administration 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, he/she is expected to consult with the President in advance of exercising any of the available options.

POSITION DESCRIPTION

Vice President – Admissions

1. Incumbency. The Vice President - Admissions is a Fellow elected by a majority vote of the Board of Directors as prescribed by the Constitution.
2. Tenure. The Vice President - Admissions is elected for a one-year term. An incumbent may be reelected and serve up to three consecutive terms.
3. Accountability. The Vice President - Admissions is accountable and reports to the President.
4. Duties. The function of the Vice President - Admissions, in partnership with Staff, is to manage that part of CAS activities leading to admission of new members to the Society. Specifically, the Vice President-Admissions shall:
 - a) Supervise activities of the committees, task forces, and liaison representatives reporting to the Vice President - Admissions.
 - b) Coordinate with the Education Policy Committee and Syllabus Committee so that the Syllabus accurately reflects the educational goals of the Society.
 - c) Approve the recommendations of the Chair of the Examinations Committee to set the passing marks for each examination.
 - d) Generally do all that is necessary to assure that prospective members of the Society have met all the requirements of admission.
 - e) Participate in meetings of the Executive Council and attend meetings of the Board of Directors. The Board usually holds quarterly in-person meetings. The Executive Council usually holds at least four in-person meetings and up to eight teleconferences during the year.
 - f) Provide periodic status reports to the Executive Council and Board on an as needed basis.
 - g) Keep the President and President-Elect informed on a regular basis of all activity.
 - h) Ensure that the Participation Survey is fully utilized for committees reporting to her/him (with Director of Admissions) to the end that:
 - resources are always equal to the task;
 - there exists at all time at least one qualified successor candidate for each committee chairperson.

- i) Appoint and replace as necessary chairpersons for the committees and task forces reporting to her/him.
 - j) Prepare (annually) goals and submit to the President-Elect for approval.
 - k) Oversee the annual budgeting process for the Admissions committees.
 - l) Manage the flow and content of communications prepared by volunteers on behalf of committees reporting to her/him and recommend the involvement of marketing and communications staff and volunteers as necessary to ensure the communications have been adequately reviewed prior to distribution.
 - m) Submit quarterly cycle reports to the President, in writing, on progress within her/his areas of responsibility, with such reporting to be on an actual vs. planned basis.
 - n) Review (at least annually) and approve the position descriptions of each committee chair reporting to her/him.
 - o) Review (at least annually) this position description for continued relevance and propose any needed changes to the President for approval.
 - p) Ensure that risks and opportunities are identified and assessed for integration into the CAS's ERM Program, as delineated by the Risk Management Committee, EC, and Board. Provide a representative to the Risk Management Committee, which manages the CAS ERM Program.
 - q) Advise the President in the President's role of supervising the activities of the President- Elect, other Vice Presidents, and the Executive Director.
 - r) Perform other duties as may be assigned by the President.
5. Authority. The Vice President - Admissions has the authority to act as required to effectively conduct the business of her/his office except to:
- a) Revise the *Syllabus*.
 - b) Enter into contract on behalf of the Society without the written approval of the Board.
 - c) Authorize expenditures on behalf of the Society in excess of \$10,000. The Vice Presidents are subject to the expenditure authority guidelines approved by the Board of Directors in September 2007.

The Vice President - Admissions 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 Vice President - Admissions is expected to consult with the President in advance of exercising any of the available options.

POSITION DESCRIPTION

Vice President – Research and Development

1. Incumbency. The Vice President - Research and Development is a Fellow elected by a majority vote of the Board of Directors as prescribed by the Constitution.
2. Tenure. The Vice President - Research and Development is elected for a one-year term. An incumbent may be reelected and serve up to three consecutive terms.
3. Accountability. The Vice President - Research and Development is accountable and reports to the President.
4. Duties. The function of the Vice President - Research and Development, in partnership with Staff, is to manage that part of CAS activities designed to encourage, coordinate, and supervise the advancement of casualty actuarial science. Specifically, the Vice President - Research and Development shall:
 - a) Supervise activities of the committees, task forces, and liaison representatives reporting to the Vice President - Research and Development.
 - b) Identify (annually) areas of casualty actuarial science in need of further development and propose an agenda for the CAS for consideration by the Board.
 - c) Prepare and submit an annual CAS research report to the Board.
 - d) Generally do all that is necessary to assure continued advancement of casualty actuarial science in response to emerging needs of the profession.
 - e) Participate in meetings of the Executive Council and attend meetings of the Board of Directors. The Board usually holds quarterly in-person meetings. The Executive Council usually holds at least four in-person meetings and up to eight teleconferences during the year.
 - f) Serve as an ex-officio member of the Publications Management Board, American Academy of Actuaries Casualty Practice Council, and AERF Committee of the Actuarial Foundation.
 - g) Collaborate with other actuarial organizations in research projects, including GIRO, the Actuaries Institute (Australia), and the North American Actuarial Council.
 - h) Provide periodic status reports to the Executive Council and Board on an as needed basis.
 - i) Keep the President and President-Elect informed on a regular basis of all activity.

- j) Ensure that the Participation Survey is fully utilized for committees reporting to her/him to the end that:
 - resources are always equal to the task;
 - there exists at all time at least one qualified successor candidate for each chairperson.
(Director of Professional Education and Research)
 - k) Appoint and replace as necessary chairpersons for the committees and task forces reporting to her/him.
 - l) Prepare (annually) goals and submit to the President-Elect for approval.
 - m) Oversee the annual budgeting process for the Research and Development committees.
 - n) Manage the flow and content of communications prepared by volunteers on behalf of committees reporting to her/him and recommend the involvement of marketing and communications staff and volunteers as necessary to ensure the communications have been adequately reviewed prior to distribution.
 - o) Submit quarterly cycle reports to the President, in writing, on progress within her/his areas of responsibility, with such reporting to be on an actual vs. planned basis.
 - p) Review (at least annually) and approve the position descriptions of each committee chairperson reporting to her/him.
 - q) Review (at least annually) this position description for continued relevance and propose any needed changes to the President for approval.
 - r) Ensure that risks and opportunities are identified and assessed for integration into the CAS's ERM Program, as delineated by the Risk Management Committee, EC, and Board. Provide a representative to the Risk Management Committee, which manages the CAS ERM Program.
 - s) Advise the President in the President's role of supervising the activities of the President-Elect, other Vice Presidents, and the Executive Director.
 - t) Perform other duties as may be assigned by the President.
5. Authority. The Vice President - Research and Development 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 \$10,000.* The Vice Presidents are subject to the expenditure authority guidelines approved by the Board of Directors in September 2007.

The Vice President - Research and Development 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 Vice President - Research and Development is expected to consult with the President in advance of exercising any of the available options.

* The Board of Directors has granted the Vice President - Research and Development, with the approval of the Executive Council, authority to authorize expenditures of budgeted and approved research funds and to enter into contracts for research projects and research activities within those budgeted amounts.