

**POSITION DESCRIPTION  
FOR CHAIRPERSON OF THE  
JOINT PROGRAM COMMITTEE FOR THE CIA/CAS  
APPOINTED ACTUARY SEMINAR**

1. Incumbency. The chairperson of the Joint Program Committee for the CIA/CAS Appointed Actuary Seminar should be a member of the Society and a member of the Canadian Institute of Actuaries recommended by the Vice President-Professional Education, subject to confirmation by the Executive Council and agreement by the Canadian Institute of Actuaries.
2. Tenure. The chairperson of the Joint Program Committee for the CIA/CAS Appointed Actuary Seminar serves for one year. The service year is normally from annual meeting to annual meeting, unless specified to be otherwise when appointed. An incumbent may be re-appointed annually and serve for up to three years.
3. Accountability. The chairperson of the Joint Program Committee for the CIA/CAS Appointed Actuary Seminar is accountable and reports to the Vice President-Professional Education as well as to the cognizant Vice President of the Canadian Institute of Actuaries.
4. Duties. The broad function of the chairperson of the Joint Program Committee for the CIA/CAS Appointed Actuary Seminar is to manage the activities of the members of the Committee for the purpose of achieving the Committee's mission of:
  - i) development of a program for the CIA/CAS Appointed Actuary Seminar (or a program of similar topics to be presented at a broader seminar) cosponsored by the Canadian Institute of Actuaries and the Casualty Actuarial Society, and
  - ii) site selection for future seminars.

The duties of the chairperson fall into two categories: those that are common to all committee chairpersons and those that are specifically related to the work of this Committee.

Common Duties:

- a. Manage the membership of the Committee in accordance with the guidelines set forth in the Committee Chairpersons' Manual. Recruit new members utilizing the annual Participation Survey and other sources. Submit welcoming and appreciation letters to new and retiring members, respectively.
- b. Prepare (annually) and submit to the Vice President-Professional Education the goals of the Committee for the coming year of service.
- c. Prepare (annually) and submit to the CAS Office the Committee's budget requirements for the coming fiscal year of service. These requirements will be reviewed by the Finance Committee and approved by the Executive Council.
- d. Prepare (quarterly) a brief "actual vs. goals" report and submit to the Vice President-Professional Education for incorporation in the Vice President-Professional Education's quarterly cycle report to the Executive Council.
- e. Participate in meetings of the Executive Council from time to time as may be requested by the Vice President-Professional Education.
- f. Review (annually) this position description (including the Committee charge) for continued relevance and propose any changes to the Vice President-Professional Education.
- g. Provide support to other Society committees as requested.

- h. Assign tasks to Committee members or subcommittees so as to achieve the agreed upon goals for the year.
- i. Monitor the work of Committee members to ensure that progress towards goals is being achieved as planned.
- j. Monitor the staffing of the Committee to assure that the resources are equal to the task and report any imbalances with the recommendations to the Vice President-Professional Education.
- k. Attend the annual CAS Leadership Meeting.
- l. Perform other duties as may be assigned by the Vice President-Professional Education.

Specialized Duties:

- a. Design a program structure for the upcoming CIA/CAS Appointed Actuary Seminar.
  - b. Choose session topics and prepare session descriptions.
  - c. Recruit speakers and forward speaker data to the CIA's meeting planning staff for processing.
  - d. Work with staff to develop a budget for the program for approval.
  - e. Work with staff to monitor financial expenditures during program development to ensure that expenditures are within the approved budget. Review financial statements following the program.
  - f. Obtain input from and approval of the cosponsors, officers, or Board of Directors as necessary.
  - g. Supervise and direct CIA staff activity with respect to site selection for three years beyond the immediately upcoming CIA/CAS Appointed Actuary Seminar. Recommend future sites to the cognizant officer of the Canadian Institute of Actuaries.
5. Authority. The chairperson of the Joint Program Committee for the CIA/CAS Appointed Actuary Seminar has full authority to act as required to effectively carry out the mission of the Committee except:
- a. Authorize expenditures on behalf of the Society without approval of the President – Elect unless they are included in the approved CAS budget.
  - b. Enter into contract on behalf of the Society without specific authorization from the President - Elect.
  - c. Unilaterally launch a Committee activity not clearly within the Committee charge.
  - d. Select sites that do not conform to the criteria for site selection approved by the Canadian Institute of Actuaries.

The chairperson of the Joint Program Committee for the CIA/CAS Appointed Actuary Seminar is charged with exercising sound judgment in the conduct of the business of the Committee. Whenever a question arises where authority/responsibility is not clear, the chairperson is expected to consult with the Vice President-Professional Education and/or the cognizant Vice President of the Canadian Institute of Actuaries in advance of exercising any of the available options.

6. Miscellaneous. In the event of the unavailability of the Vice President-Professional Education to answer questions, consult on problems, etc., the chairperson should refer the question, problem, etc. to the attention of the President - Elect, then the President in order of availability.