

**POSITION DESCRIPTION
FOR CHAIRPERSON OF THE
ASIA REGIONAL COMMITTEE**

1. Incumbency. The Chairperson of the Asia Regional Committee is a member of the Society recommended by the Vice President-International subject to confirmation by the Executive Council.
2. Tenure. The chairperson of the Asia Regional Committee serves for one year. The service year is normally from annual meeting to annual meeting, unless specified to be otherwise by the Executive Council. An incumbent may be re-appointed annually and serve for up to three years.
3. Accountability. The chairperson of the Asia Regional Committee is accountable and reports to the Vice President-International.
4. Duties. The broad function of the chairperson of the Asia Regional Committee is to manage the activities of members of the Committee for the purpose of achieving the mission of the Committee as published in the CAS *Yearbook*:

“The Asia Regional Committee facilitates the development and delivery of CAS services to members and candidates in Asia, serves as liaison to local actuarial organizations and their members and coordinates CAS participation in their activities, promotes local programs and seminars, develops and facilitates two-way communications between the CAS and local actuarial organizations, and serves an ambassadorial role.”

The duties of the chairperson of the Asia Regional Committee 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-International 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-International for incorporation in the Vice President-International’s quarterly cycle report to the Executive Council.
- e. Monitor the membership of the Committee on a regular basis to identify potential successors for the chairpersonship of the Committee.
- f. Participate in meetings of the Executive Council from time to time as may be requested by the Vice President-International.
- g. Review annually this position description (including the Committee charge) for continued relevance and propose any changes to the Vice President-International.
- h. Provide support to other Society committees as requested.
- i. Assign tasks to Committee members or subcommittees so as to achieve the agreed upon goals for the year.

- j. Monitor the work of Committee members to ensure that progress towards goals is being achieved as planned.
- k. 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-International.
- l. Attend the annual CAS Leadership Meeting.
- m. Perform other duties as may be assigned by the Vice President-International.

Specialized Duties:

- a. Develop and maintain list of contact organizations (e.g., actuarial profession, regulators, employers, universities) in each country in the region.
 - b. Determine the range of activities (programs, seminars, publications) sponsored by contact organizations.
 - c. Determine the size and nature of the constituency served by each contact organization.
 - d. Develop and execute a plan of action in each country in the region including: making and maintaining contact with prioritized organizations, participating in activities of prioritized organizations, maintaining two-way communications regarding topics and activities of interest including materials for potential publication in respective newsletters and journals, and supporting CAS members and students in the country.
 - e. Develop a flow of information to CAS members (e.g., through the Actuarial Review and the Web Site) regarding insurance/actuarial activity in the region, and specifically CAS activities in the region.
 - f. Participate in IAA Advice & Assistance Committee and other IAA Committees related to the region.
5. Authority. The chairperson of the Asia Regional Committee has the 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 Vice President-International unless they are included in the approved CAS budget.
 - b. Enter into contract on behalf of the Society without specific authorization from the Vice President-International.
 - c. Unilaterally launch a Committee activity not clearly within the Committee charge.

The chairperson of the Asia Regional Committee 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-International in advance of exercising any of the available options.

6. Miscellaneous. In the event of the unavailability of the Vice President-International 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.