

**POSITION DESCRIPTION
FOR CHAIRPERSON OF THE
CONTINUING EDUCATION COMPLIANCE COMMITTEE**

1. Incumbency. The Chairperson of the Continuing Education Compliance Committee is the Vice President-Administration.
2. Tenure. The chairperson of the Continuing Education Compliance Committee serves throughout his/her tenure in the position of Vice President-Administration.
3. Accountability. The chairperson of the Continuing Education Compliance Committee is accountable and reports to the Executive Council.
4. Duties. The broad function of the chairperson of the Continuing Education Compliance Committee is to manage the activities of members of the Committee for the purpose of achieving the mission of the Committee as stated in the *CAS Yearbook*:

“The CAS CE Compliance Committee is responsible for administering the CE Compliance Review process to review accuracy in the attestation of compliance for continuing education for members of the Casualty Actuarial Society. Administration includes review of compliance documentation and resolution of any issues that may arise from such review.

On an annual basis, the CE Compliance Committee randomly selects a sample 1% of the membership certifying compliance to review. In addition, all CAS members serving on the CAS Board of Directors and CAS Executive Council will be reviewed annually. Members selected to be reviewed will be required to submit acceptable supporting CPE documentation to the CE Compliance Committee to review compliance. As a function of the CE review process, members may be required to provide additional documentation as requested by the CE Compliance Committee to support compliance.”

The duties of the chairperson of the Continuing Education Compliance 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) the goals of the Committee for the coming year of service. Prepare (quarterly) a brief “actual vs. goals” report and submit with Vice President-Administration’s quarterly cycle report to the Executive Council.

- 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. Review (annually) this position description (including the Committee charge) for continued relevance and propose any changes to the Executive Council.
- e. Provide support to other Society committees as requested.
- f. Assign tasks to Committee members or subcommittees so as to achieve the agreed upon goals for the year.
- g. Monitor the work of Committee members to ensure that progress towards goals is being achieved as planned.
- h. Monitor the staffing of the Committee to assure that the resources are equal to the task.
- i. Attend the annual CAS Leadership Meeting.
- j. Perform other duties as may be assigned by the Executive Council.

Specialized Duties:

- a. Randomly select a 1% sample of members for review, including all Board and Executive Council members.
- b. Review all documentation for compliance and resolve of any issues that may arise from such review.
- c. Conduct a review of membership records that attest to not comply with the CAS requirements, or do not attest at all, and recommend action to the EC with regard to any members that appear to need counseling.

5. Authority. The chairperson of the Continuing Education Compliance 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- Administration unless they are included in the approved CAS budget.
- b. Enter into contract on behalf of the Society.

c. Unilaterally launch a Committee activity not clearly within the Committee charge.

The chairperson of the Continuing Education Compliance 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 President in advance of exercising any of the available options.