

**POSITION DESCRIPTION
FOR CHAIRPERSON OF THE
CAS CENTENNIAL STEERING COMMITTEE**

1. Incumbency. The chairperson of the CAS Centennial Steering Committee is a member of the Society recommended by the President, subject to confirmation by the Board of Directors.
2. Tenure. The chairperson of the CAS Centennial Steering Committee serves for one year. The service year is normally from annual meeting to annual meeting, unless specified to be otherwise by the Board of Directors. An incumbent may be re-appointed annually and serve through the conclusion of Centennial events in 2014.
3. Accountability. The chairperson of the CAS Centennial Steering Committee is accountable and reports to the Board of Directors. For administration purposes, the Board contact for this committee is the President-Elect.
4. Duties. The broad function of the chairperson of the CAS Centennial Steering 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 CAS Centennial Steering Committee is responsible for developing all aspects of and timelines for CAS Centennial events in 2014.”

The duties of the chairperson of the CAS Centennial Steering 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 President-Elect 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. Participate in meetings of the Executive Council and Board of Directors from time to time as may be requested.
- e. Review (annually) this position description (including the Committee charge) for continued relevance and propose any changes to the President-Elect.
- f. Provide support to other Society committees as requested.
- g. Assign tasks to Committee members or subcommittees so as to achieve the agreed upon goals for the year.
- h. Monitor the work of Committee members to ensure that progress towards goals is being achieved as planned.
- i. 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 President-Elect.
- j. Attend the annual CAS Leadership Meeting.

- k. Perform other duties as may be assigned by the President-Elect.

Specialized Duties:

- a. Develop all aspects of CAS Centennial events in 2014.
 - b. Develop the timelines for achieving CAS Centennial events in 2014.
 - c. Annually review the plans and timelines for achieving CAS Centennial events and recommend any changes.
 - d. Generally do all that is necessary to assure that the mission of the CAS Centennial Steering Committee is carried out effectively.
5. Authority. The chairperson of the CAS Centennial Steering 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 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.

The chairperson of the CAS Centennial Steering 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-Elect in advance of exercising any of the available options.

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