

**POSITION DESCRIPTION
FOR CHAIRPERSON OF THE
JOINT PROGRAM COMMITTEE FOR THE
CASUALTY LOSS RESERVE SEMINAR**

1. Incumbency. The chairperson of the Joint Program Committee for the Casualty Loss Reserve Seminar is a member of the Society and a Member of the American Academy of Actuaries recommended by the Vice President-Professional Education, subject to confirmation by the Executive Council and agreement by the American Academy of Actuaries.
2. Tenure. The chairperson of the Joint Program Committee for the Casualty Loss Reserve Seminar serves for one year. The service year is normally from seminar to seminar (September), 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 Casualty Loss Reserve Seminar is accountable and reports to the Vice President-Professional Education as well as to the Vice President of the Casualty Practice Council of the American Academy of Actuaries.
4. Duties. The broad function of the chairperson of the Joint Program Committee for the Casualty Loss Reserve 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 Casualty Loss Reserve Seminar jointly sponsored by the American Academy of Actuaries and the Casualty Actuarial Society, and co-sponsored with the Conference of Consulting Actuaries, and
 - ii) site selection for future Casualty Loss Reserve 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' 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- Programs & Communications.
- 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:

The specific responsibilities of the Joint Program Committee for the Casualty Loss Reserve Seminar are contained in the addendum to the letter of agreement executed by the two jointly sponsoring organizations. These responsibilities, for which the chairperson is responsible, are:

- a. Design a program structure for the upcoming Casualty Loss Reserve Seminar.
 - b. Choose session topics and prepare session descriptions.
 - c. Recruit speakers and forward speaker data to the CAS meeting planning staff for processing.
 - d. Work with CAS staff to develop a budget for the program for approval by the Executive Council and inclusion in the overall CAS fiscal year budget.
 - e. Work with CAS staff to monitor financial expenditures during program development to ensure that expenditures are within the approved budget. Review financial statements following the program.
 - f. Supervise and direct CAS staff activity with respect to policy issues, financial considerations, and other material issues.
 - g. Hold at least two Joint Program Committee meetings per year:
 - one to four months after the Seminar to evaluate the program, speakers, preliminary financial statement, and overall success of the Seminar and to begin discussing the next Seminar, and
 - six months before the upcoming meeting to begin the process of designing the meeting structure, choosing session topics, writing session descriptions, making speaker recruitment assignments and approving final budget as well as other functions necessary for successful fulfillment of its responsibilities.
 - h. Obtain input from and approval of the joint sponsors, officers or Board of Directors as necessary.
 - i. Recommend future seminar sites to the Vice President-Professional Education.
5. Authority. The chairperson of the Joint Program Committee for the Casualty Loss Reserve 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 Vice President-Professional Education 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–Professional Education.
- c. Unilaterally launch a Committee activity not clearly within the Committee charge.

The chairperson of the Joint Program Committee for the Casualty Loss Reserve 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 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.