

**POSITION DESCRIPTION
FOR CHAIRPERSON OF THE
DISCIPLINE COMMITTEE**

1. Incumbency. The chairperson of the Discipline Committee is a Fellow of the Society recommended by the President, subject to confirmation of the Board of Directors.
2. Tenure. The chairperson of the Discipline 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 for up to five years.
3. Accountability. The chairperson of the Discipline Committee is accountable and reports to the Board of Directors. For administration purposes, the Board contact for this committee is the President.
4. Duties. The broad function of the chairperson of the Discipline Committee is to manage the activities of members of the Committee for the purpose of achieving the mission of the Committee as approved by the Board of Directors.

“The Discipline Committee is responsible for considering recommendations for disciplinary actions against members presented by the appropriate investigatory body, e.g., Actuarial Board for Counseling and Discipline (ABCD) or the Canadian Institute of Actuaries (CIA) and for taking actions on those recommendations as it deems appropriate in accordance with procedures described in the Bylaws and the CAS Rules of Procedure for Disciplinary Actions.”

The duties of the chairperson of the Discipline 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 for approval by the Board of Directors, 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 Board of Directors 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 the 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 Board of Directors.
- 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. Attend the annual CAS Leadership Meeting.
- j. Perform other duties as may be assigned by the Board of Directors.

Specialized Duties: Perform in compliance with the CAS Discipline Committee Operating Guidelines (attached) and the Rules of Procedure for Disciplinary Actions (see Yearbook).

5. Authority. The chairperson of the Discipline Committee has the authority to carry out the functions specified in Article V of the Bylaws and otherwise to act as required to effectively carry out the mission of the Committee except:
 - a. To perform investigations or counseling activities with regard to complaints, questions or requests for advice that must be referred to the ABCD under the provisions of Article V of the Bylaws.
 - b. To respond to any inquiry on any discipline case from anyone other than the President notwithstanding paragraph 6 of this description.
 - c. Appoint or terminate Committee members.
 - d. Authorize expenditures on behalf of the Society without approval of the President unless they are included in the approved CAS budget.
 - e. Enter into contract on behalf of the Society without specific authorization from the President.
 - f. Unilaterally launch a Committee activity not clearly within the Committee charge.

The chairperson of the Discipline 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.

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

Casualty Actuarial Society Discipline Committee Operating Guidelines

The Board of Directors of the Casualty Actuarial Society (CAS) hereby adopts the following operating guidelines to govern the administration of the Discipline Committee's activities. These guidelines are intended to enhance, and not conflict with, the Rules of Procedure for Disciplinary Actions. To the extent these guidelines may conflict with the Rules of Procedure, the Rules of Procedure shall take precedence. These operating guidelines are an internal document for use solely in the Discipline Committee's discharge of its responsibilities.

Establishment and Purposes

The Discipline Committee is established in accordance with, and for the purposes set forth in, the bylaws of the Casualty Actuarial Society.

Appointment of Members

The Discipline Committee shall be composed of ten members, all of whom shall be Fellows of the CAS against whom no actions by the Discipline Committee shall be pending at time of appointment by the President, and none of whom shall be members of the Board of Directors or Executive Council.

Authority

The Discipline Committee has authority to:

1. Prescribe its own guidelines for approval by the Board of Directors;
2. Prescribe Rules of Procedure for Disciplinary Actions for approval and promulgation by the Board of Directors;
3. Refer to the appropriate investigatory body all complaints, questions, or requests for advice concerning alleged violations of the Professional Code of Conduct and all questions which may arise as to the conduct of a member of the CAS in the member's relations with the CAS or its members, or in the member's professional practice, or questions affecting the interests of the actuarial profession;
4. Convene a Disciplinary Committee Panel as necessary, with retained counsel in attendance, to consider and act upon recommendations for disciplinary actions against members of the CAS;
5. Assure adherence to high standards of confidentiality and due process in all proceedings involving individual cases;
6. In the event of an appeal of the decision of the Discipline Committee Panel, furnish the Appeals Panel with the decision of the Discipline Committee Panel including the full written record, decision, findings and vote of the Discipline Committee Panel, and otherwise cooperate with the Appeals Panel in any consideration of such appeal;
7. Engage in any other necessary activities to further its purposes and perform its assigned functions.

Meetings and Hearings

The Discipline Committee will meet as necessary at a time and location to be established by the Chairperson. In addition, the Chairperson shall form a Discipline Committee Panel consisting of seven members of the Discipline Committee each time a recommendation for disciplinary action against a member is received from an investigatory body. The Discipline Committee Panel hearings will be conducted in accordance with the Rules of Procedure for Disciplinary Actions. Counsel will be retained for attendance at such hearings. All hearings will be conducted in executive session.

Five members of the Discipline Committee Panel constitute a quorum. If seven members of the Committee without a conflict of interest cannot be found, the Chairperson will ask the President to appoint enough special members to the Discipline Committee Panel to complete the formation of the Panel.

As a deliberative body, the Discipline Committee Panel will reach decisions and take votes only after full discussion. Therefore, candid expression of opinion is essential to the effective functioning of the Panel.

Because of the high level of objectivity demanded of participants, reasonable costs incurred by Committee members in attending hearings of the Committee will be reimbursed by the CAS. Legal costs incurred by the Committee will also be borne by the CAS.

Voting

A Discipline Committee Panel decision to render an order of reprimand, suspension, or expulsion requires the affirmative vote of at least five members of the Discipline Committee Panel. Members of the Panel who were not in attendance at the hearing may not vote on the outcome of the hearing.

Evidence

The Discipline Committee Panel may consider all relevant information submitted to it by any party in the course of its performance of its assigned functions. The member against whom disciplinary action is being considered will receive notice of the existence and content of any adverse evidence and will be given a reasonable opportunity to reply before the Panel considers such adverse evidence. The Panel will consider any relevant evidence submitted by the member against whom disciplinary action is being considered. The Discipline Committee Panel reserves the right to exercise its independent judgment in determining the weight and credibility of all evidence received.

Informal Inquiries

All inquiries addressed to members of the Discipline Committee shall be referred to the appropriate investigatory body.