

**POSITION DESCRIPTION
FOR CHAIRPERSON OF THE
E-FORUM COMMITTEE**

1. Incumbency. The chairperson of the E-Forum Committee is a member of the Society recommended by the Vice President-Administration, subject to confirmation by the Executive Council.
2. Tenure. The chairperson of the E-Forum 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 E-Forum Committee is accountable and reports to the Vice President-Administration.
4. Duties. The broad function of the chairperson of the E-Forum Committee is to manage the activities of the Committee for the purpose of achieving the Committee's mission of:
 - i) publication of the *E-Forum*, and
 - ii) solicitation of materials for the *E-Forum*.

The duties of the chairperson of the E-Forum 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-Administration 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-Administration for incorporation in the Vice President-Administration's 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-Administration.
- f. Review (annually) this position description (including the Committee charge) for continued relevance and propose any changes to the Vice President-Administration.
- 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-Administration.

- k. Attend the annual CAS Leadership Meeting.
- l. Perform other duties as may be assigned by the Vice President-Administration.

Specialized Duties:

- a. Seek assistance from appropriate Society committee chairpersons on papers to be published.
 - b. Conduct correspondence with authors of papers and authors' replies.
 - c. Establish target publication dates and monitor interim progress.
 - d. Raise the awareness level of the *E-Forum*.
 - e. Coordinate with the CAS Manager of Publications on the posting of the E-Forum on the CAS Web Site.
 - f. Generally do all that is necessary to assure that the mission of the E-Forum Committee is carried out.
5. Authority. The chairperson of the E-Forum 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 without specific authorization from the Vice President– Administration.
 - c. Unilaterally launch a Committee activity not clearly within the Committee charge.

The chairperson of the E-Forum 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-Administration in advance of exercising any of the available options.

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