

**POSITION DESCRIPTION
FOR CHAIRPERSON OF THE
COMMITTEE ON HEALTH CARE ISSUES**

1. Incumbency. The Chairperson of the Committee on Health Care Issues is a member of the Society recommended by the Vice President-Research and Development, subject to confirmation of the Executive Council.
2. Tenure. The chairperson of the 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 Committee is accountable and reports to the Vice President- Research and Development.
4. Duties. The broad function of the chairperson of the 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 Committee on Health Care Issues is focused on topics of importance to casualty actuaries who practice in areas impacted by health care costs. The Committee’s charge includes: furthering the development and dissemination of research and information; monitoring legislative, regulatory, social, and economic changes; and working with conference committees in sponsoring panels, seminars, and other public forums on health care issues. Through the work of the Committee, casualty actuarial practitioners will be better prepared for pricing, reserving and other analyses.”

The duties of the chairperson of the 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. Present to the Committee at the beginning of the term as chairperson what two – three new research initiatives will be explored during the term. The new research initiatives need not all be managed by the Committee. They may have one “champion” on the Committee who will lead it and then enlist the appropriate volunteers. These initiatives should follow this priority: (1) Funded research; (2), establishment of working parties; and (3), call papers that are focused on a particular problem.

- c. Prepare (annually) and submit to the Vice President- Research and Development the goals of the Committee for the coming year of service. These will be completed in one year and should align with the CAS Strategic Plan's Research Goal.
- d. 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.
- e. Prepare (quarterly) a brief "actual vs. goals" report and submit to the Vice President- Research and Development through the Committee's quarterly cycle report for incorporation in the Vice President- Research and Development's quarterly cycle report to the Executive Council.
- f. Participate in meetings of the Executive Council from time to time as may be requested by the Vice President- Research and Development.
- g. Review (annually) this position description (including the Committee charge) for continued relevance and propose any changes to the Vice President- Research and Development.
- h. Provide support to other Society committees as requested.
- i. Work with the Committee Vice Chairperson, once selected, to prepare the Vice Chairperson to assume the position of Chairperson in one year. This also includes informing the Vice Chairperson of expectations related to new research initiatives.
- j. Assign tasks to Committee members or subcommittees so as to achieve the agreed upon goals for the year.
- k. Monitor the work of Committee members to ensure that progress towards goals is being achieved as planned.
- l. 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- Research and Development.
- m. Attend the annual CAS Leadership Meeting.
- n. Perform other duties as may be assigned by the Vice President- Research and Development.

Specialized Duties:

- a. Support the work of the CAS Staff in maintaining an online bibliography of papers regarding health care issues.

- b. Identify areas for research on Health care issues, both internally among CAS members as well as through or with external organizations.
 - c. Consult with appropriate Society committees or members to stimulate new papers on Health care issues, including periodic call paper programs.
 - d. Communicate with continuing education and program committees to develop panels on health care issues.
 - e. Maintain the Committee's Web page as a source of information for CAS members and others on health care issues.
 - f. Review papers for appropriateness of study and make recommendations to the Syllabus Committee.
 - g. Generally do all that is necessary to assure that the mission of the Committee is carried out effectively.
5. Authority. The chairperson of the 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- Research and Development 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- Research and Development.
 - c. Unilaterally launch a Committee activity not clearly within the Committee charge.
 - d. Unilaterally set passing grades for any examination.

The chairperson of the 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- Research and Development in advance of exercising any of the available options.

6. Miscellaneous. In the event of the unavailability of the Vice President- Research and Development 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.