

**POSITION DESCRIPTION
FOR CHAIRPERSON OF THE
IAA LIAISON COMMITTEE**

1. Incumbency. The chairperson of the IAA Liaison Committee is a Fellow of the Society recommended by the Vice President - International subject to confirmation by the Executive Council. Normally, the CAS Delegate to the International Actuarial Association (IAA) serves as the chairperson of this committee.
2. Tenure. The chairperson of the IAA Liaison 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 indefinitely, at the discretion of the Executive Council.
3. Accountability. The chairperson of the IAA Liaison Committee is accountable and reports to the Vice President - International.
4. Duties. The broad function of the chairperson of the IAA Liaison 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 International Actuarial Association (IAA) Liaison Committee provides representation and coordination with IAA leadership and committees, develops appropriate CAS positions on issues before the IAA as appropriate, establishes and maintains regular communications with other North American actuarial organizations regarding IAA activity, and holds meetings to keep all committee members informed of IAA activities.”

The duties of the chairperson of the IAA Liaison 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. Normally, membership on the committee is made up of the CAS members serving on IAA Committees.
- b. Prepare (annually) and submit to the Vice President-International 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-International for incorporation in the Vice President-International’s quarterly cycle report to the Executive Council.
- e. Monitor the membership of the Committee on a regular basis to identify potential successors for the chairpersonship of the Committee.
- f. Participate in meetings of the Executive Council from time to time as may be requested by the Vice President - International.
- g. Review annually this position description (including the committee charge) for continued relevance and propose any changes to the Vice President - International.

- h. Provide support to other Society committees as requested.
- i. Assign tasks to Committee members or subcommittees so as to achieve the agreed upon goals for the year.
- j. Monitor the work of Committee members to ensure that progress towards goals is being achieved as planned.
- k. 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 - International.
- l. Attend the annual CAS Leadership Meeting.
- m. Perform other duties as may be assigned by the Vice President - International.

Specialized Duties:

- a. Provide representation and coordination with IAA leadership and committees.
- b. Develop appropriate CAS positions on issues before the IAA as appropriate.
- c. Establish and maintain regular communications with other North American actuarial organizations regarding IAA activity.
- d. Hold meetings to keep all committee members informed of IAA activities.
- e. Serve as CAS Delegate to the IAA.

5. Authority

The chairperson of the IAA Liaison Committee has the authority to act as required to effectively carry out the mission of the committee except:

- a. Appoint or terminate Committee members.
- b. Authorize expenditures on behalf of the Society without approval of the Vice President – International unless they are included in the approved CAS budget.
- c. Enter into contract on behalf of the Society without specific authorization from the Vice President - International.
- d. Unilaterally launch a Committee activity not clearly within the Committee charge.

For IAA matters the designated CAS delegate to the IAA is authorized to vote in the best interests of the CAS on IAA issues. However, the designated delegate must obtain specific direction from the Executive Council on how to vote in each of the following cases:

- a. Final votes to revise the IAA charter.
- b. Status of CAS membership in the IAA.
- c. Financial support of the IAA, including dues levels.
- d. Public statements by the IAA.

Usually the chairperson, IAA Liaison Committee, is the designated CAS delegate; but regardless of who is the delegate, this CAS member has the above limits of authority.

The chairperson of the IAA Liaison 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 - International in advance of exercising any of the available options.

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