

**POSITION DESCRIPTION
FOR CHAIRPERSON OF THE
INTERNATIONAL MEMBER SERVICES COMMITTEE**

1. Incumbency. The chairperson of the International Member Services Committee is a member of the Society recommended by the Vice President - International subject to confirmation by the Executive Council.
2. Tenure. The chairperson of the International Member Services 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 five years.
3. Accountability. The chairperson of the International Member Services Committee is accountable and reports to the Vice President - International.
4. Duties. The broad function of the chairperson of the International Member Services Committee is to manage the activities of members of the Committee for the purpose of achieving the Committee's mission:

The Committee's purpose is to maintain and enhance the connection between the CAS and its international members. By working in conjunction with the international regional affiliates, the Committee aims to better serve the CAS's international members and increase their connection to and involvement with the CAS and other CAS members.

The duties of the chairperson of the International Member Services 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-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 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. Recommend and help execute webinars for education on international actuarial topics.
- b. Advise and assist international regional affiliates in developing and implementing programs for their membership.
- c. Identify and utilize communication vehicles (e.g., newsletter) geared toward CAS members outside North America.
- d. Facilitate and encourage informal communication and interaction among CAS members outside North America.
- e. Facilitate interactions between CAS leaders traveling to destinations outside North America and CAS members in the region that is being visited.
- f. Provide assistance to CAS members who are relocating outside North America by providing contacts with other CAS members who reside in that region.

5. Authority

The chairperson of the International Member Services 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 - International 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 - International.
- c. Unilaterally launch a Committee activity not clearly within the Committee charge.

The chairperson of the International Member Services Committee is charged with exercising sound judgment in the conduct of the business of the Committee. Whenever a question arises in which 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 issue to the attention of the President – Elect, then the President, in order of availability.