

**POSITION DESCRIPTION  
FOR CHAIRPERSON OF THE  
LEADERSHIP DEVELOPMENT COMMITTEE**

1. Incumbency. The chairperson of the Leadership Development 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 Leadership Development 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 three years.
3. Accountability. The chairperson of the Leadership Development 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 Leadership Development 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 Leadership Development Committee is responsible for implementing the recommendations of the Leadership Development Task Force. In particular, the Committee will:

Develop a process for identification and development of potential leaders of the CAS;  
and  
Develop guidelines for a mentoring program within the CAS.”

The duties of the chairperson of the Leadership Development 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:

- a. Develop and execute a process whereby potential leaders of the CAS are identified, developed and nurtured.
  - b. Serve as a member of the Nominating Committee.
  - c. Maintain and update a roster of qualified candidates for various leadership positions; offer counsel, as requested, to the Nominating Committee, Executive Council and committee chairs when vacancies occur.
  - d. Develop and maintain an Inventory of Knowledge and Skills Expectations for CAS Leadership Positions that is accessible to all CAS members.
  - e. Develop and implement Leadership Development Training Programs that prepare candidates for leadership roles within the CAS.
  - f. Work to develop and implement a mentoring program within the CAS.
  - g. Collaborate with other US and international actuarial organizations, as appropriate, in advancing the development of leaders within the actuarial profession.
  - h. Annually prepare a report to the Board of Directors regarding the progress of the Committee, identifying issues and changes in environment that will be important to the identification and development of future leaders for the CAS.
  - i. Generally do all that is necessary to assure that the mission of the Leadership Development Committee is carried out effectively.
5. Authority. The chairperson of the Leadership Development 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 President-Elect unless they are included in the approved CAS budget.
  - b. Enter into contract on behalf of the Society without specific authorization from the President-Elect.
  - c. Unilaterally launch a Committee activity not clearly within the Committee charge.

The chairperson of the Leadership Development 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-Elect in advance of exercising any of the available options.

5. 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.