

**POSITION DESCRIPTION
FOR CHAIRPERSON OF THE
PERIODICALS EDITORIAL BOARD**

1. Incumbency. The chairperson of the Periodicals Editorial Board is the Vice President-Administration.
2. Tenure. The chairperson of the Periodicals Editorial Board serves throughout his/her tenure in the position of Vice President-Administration.
3. Accountability. The chairperson of the Periodicals Editorial Board is accountable and reports to the Executive Council.
4. Duties. The broad function of the chairperson of the Periodicals Editorial Board is to manage the activities of members of the Committee for the purpose of achieving the mission of the Committee as stated in the *CAS Yearbook*.

“The Periodicals Editorial Board reviews regular opinion pieces to be published in the Actuarial Review and Future Fellows newsletters and counsels the editorial staff of these periodicals on the suitability of material for publication. Additionally, the Periodicals Editorial Board solicits CAS members to generate alternative points of view, suggests professional issues to be addressed, and occasionally writes an opinion piece. The Periodicals Editorial Board will provide advice and counsel regarding letters to the editor or non opinion content when requested by the AR and Future Fellows editorial staff.”

The duties of the chairperson of the Periodicals Editorial Board 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) goals of the Committee for the coming year of service. Prepare (quarterly) a brief "actual vs. goals" report and submit with the Vice President-Administration’s quarterly cycle report to the Executive Council.
- 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. Review (annually) this position description (including the Committee charge) for continued relevance and propose any changes to the Executive Council.
- e. Provide support to other Society committees as requested.
- f. Assign tasks to Committee members or subcommittees so as to achieve the agreed upon goals for the year.

- g. Monitor the work of Committee members to ensure that progress towards goals is being achieved as planned.
- h. Monitor the staffing of the Committee to assure that the resources are equal to the task.
- i. Attend the annual CAS Leadership Meeting.
- j. Perform other duties as may be assigned by the Executive Council.

Specialized Duties:

- a. Coordinate the reviews of the regular opinion pieces to provide advice and counsel to the Actuarial Review editorial staff regarding the suitability of material for publication.
 - b. Coordinate solicitation of CAS members to generate alternative points of view to opinions expressed in the Actuarial Review and/or write opinion pieces as necessary.
 - c. Provide advice and counsel regarding letters to the editor or non-opinion content when requested by the Actuarial Review and Future Fellows editorial staff.
5. Authority. The chairperson of the Periodicals Editorial Board 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 beyond the Vice President level expenditure authority unless they are included in the approved CAS budget.
 - b. Enter into contract on behalf of the Society.
 - c. Unilaterally launch a Committee activity not clearly within the Committee charge.

The chairperson of the Periodicals Editorial Board 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 in advance of exercising any of the available options.