

**POSITION DESCRIPTION  
FOR CHAIRPERSON OF THE  
PROGRAM PLANNING COMMITTEE**

1. Incumbency. The chairperson of the Program Planning Committee is a member of the Society recommended by the Vice President-Professional Education, subject to confirmation by the Executive Council.
2. Tenure. The chairperson of the Program Planning 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 Program Planning Committee is accountable and reports to the Vice President-Professional Education.
4. Duties. The broad function of the chairperson of the Program Planning Committee 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 Program Planning Committee is responsible for the actuarial content of Society meetings, identifying and obtaining the services of faculty and speakers for the various segments of programs, and obtaining feedback from attendees on the effectiveness of various aspects of programs. The Committee is also responsible for overseeing the coordination of all physical arrangements with hotels, resorts, conference centers, tour operations, etc. needed to house and accommodate the various functions at Society meetings.”

The duties of the chairperson of the Program Planning Committee fall into two categories: those that are common to all committee chairpersons and those 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-Professional Education 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-Professional Education for incorporation in the Vice President-Professional Education’ quarterly cycle report to the Executive Council.
- e. Participate in meetings of the Executive Council from time to time as may be requested by the Vice President-Professional Education.
- f. Review (annually) this position description (including the Committee charge) for continued relevance and propose any changes to the Vice President- Programs & Communications.
- g. Provide support to other Society committees as requested.
- h. Assign tasks to Committee members or subcommittees so as to achieve the agreed upon goals for the year.

- i. Monitor the work of Committee members to ensure that progress towards goals is being achieved as planned.
- j. 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-Professional Education.
- k. Attend the annual CAS Leadership Meeting.
- l. Perform other duties as may be assigned by the Vice President-Professional Education.

Specialized Duties:

- a. Propose a meeting plan (panels, workshops, lectures, etc.) for each Society meeting as directed by the Vice President-Professional Education (at least six months before the actual meeting date).
  - b. Propose faculty and speakers for approved meeting plans as directed by the Vice President-Professional Education (at least four months before the actual meeting date).
  - c. Recruit approved faculty and speakers for the various segments of Society programs (at least three months before the actual meeting date).
  - d. Ensure that the CAS Office arranges for the services of a photographer to take photographs of the new fellows, new associates, the new officers (if any), and other publicity photos.
  - e. Give direction to the CAS meeting planning staff for all physical arrangements with hotels, resorts, conference centers, tour operators, etc. and the preparation of registration and on-site brochures.
  - f. Work with CAS staff to develop a budget for the program for approval by the Executive Council and inclusion in the overall CAS fiscal year budget.
  - g. Work with CAS staff to monitor financial expenditures during program development to ensure that expenditures are within the approved budget. Review financial statements following the program.
  - h. Develop and maintain a feedback system to evaluate the effectiveness of Society programs. Report on findings to the Vice President-Professional Education within sixty days after the close of Society meetings.
  - i. Generally do all that is necessary to assure that the mission of the Program Planning Committee is carried out effectively.
5. Authority. The chairperson of the Program Planning 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-Professional Education 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-Professional Education.
  - c. Unilaterally launch a Committee activity not clearly within the Committee charge.
  - d. Set meeting contents unilaterally.
  - e. Enter into agreements on behalf of the Society by letter, orally, or in any other way for paid outside speakers without the express prior authorization of the Vice President-Professional Education.

- f. Plan or announce Society meetings, seminars, workshops, etc. unilaterally.

The chairperson of the Program Planning 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-Professional Education in advance of exercising any of the available options.

- 6. Miscellaneous. In the event of the unavailability of the Vice President-Professional Education 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.