

**POSITION DESCRIPTION
FOR CHAIRPERSON OF THE
COMMITTEE ON PROFESSIONALISM EDUCATION**

1. Incumbency. The chairperson of the Committee on Professionalism Education 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 Committee on Professionalism Education 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 Committee on Professionalism Education is accountable and reports to the Vice President-Professional Education.
4. Duties. The chairperson of the Committee on Professionalism Education is responsible for seeing that the Committee meets its charge as specified by the Board of Directors and published in the *CAS Yearbook*. The charge to the Committee on Professionalism Education is as follows:

“It is the mission of the Committee on Professionalism Education to provide the CAS and appropriate CIA membership with the professionalism education needed to meet applicable qualification standards and membership requirements.”

In this capacity, the Committee will endeavor to conduct the Casualty Actuarial Society Course on Professionalism so that potential new members satisfy the applicable membership requirements as well as understand the ramifications of acceptance into a professional actuarial organization.

The Committee also has the responsibility for assessing the professionalism education needs of the existing membership, developing appropriate educational opportunities to address those needs, and coordinating all professionalism activities within the CAS.

In addition, the Committee will work with the American Academy of Actuaries and Canadian Institute of Actuaries in the development of qualification standards that impact and apply to casualty actuaries. The Committee will support these qualification standards through creation and sponsorship of appropriate educational opportunities for the membership.

The duties of the chairperson of the Committee on the Course on Professionalism fall into two categories: those that are common to all committee chairpersons, and those that are specifically related to the work of the 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's 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-Professional Education.
- 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. Monitor the Course on Professionalism format and recommend changes as necessary.
 - b. Make sure that case study material remains current; request new drafts as needed.
 - c. Monitor student demographics and select future course sites.
 - d. Supervise and assist with recruiting speakers/facilitators.
 - e. Oversee administration of the Course on Professionalism by the CAS Office.
 - f. Serve as a member of the American Academy of Actuaries Council on Professionalism.
 - g. Support continuing education sessions on professionalism at CAS meetings and seminars.
 - h. Coordinate the professionalism education needed to support the requirements of the Canadian Institute of Actuaries.
 - i. Assist the American Academy of Actuaries in the development and delivery of professionalism education.
 - j. Support the American Academy of Actuaries in other professionalism activities.
 - k. Assess the professionalism education needs of the existing membership, develop appropriate educational opportunities to address those needs, and coordinate all professionalism activities within the CAS.
5. Authority. The chairperson of the Committee on Professionalism Education 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.

The chairperson of the Committee on Professionalism Education 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.