

**POSITION DESCRIPTION  
FOR CHAIRPERSON OF THE  
PUBLICATIONS MANAGEMENT BOARD**

1. Incumbency. The chairperson of the Publications Management Board is a member of the Society recommended by the Vice President-Administration, subject to confirmation by the Executive Council.
2. Tenure. The chairperson of the Publications Management Board 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 Publications Management Board is accountable and reports to the Vice President-Administration.
4. Duties. The broad function of the chairperson of the Publications Management Board is to manage the activities of the Board for the purpose of achieving the mission of the Board as stated in the *CAS Yearbook*.

“The Publications Management Board is responsible for overseeing all aspects of the CAS publication process. Included in this charge is the development of policies for the various publications, coordination of activities of the publication committees and identifying appropriate distribution channels for the various CAS publications.”

The duties of the chairperson of the Publications Management Board fall into two categories: those that are common to all committee chairpersons, and those that are specifically related to the work of the Board.

Common Duties:

- a. Manage the membership of the Publications Management Board 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.

(The committee is made up of three at-large members, editors and representatives of the following CAS publications: *The Actuarial Review*, *E-Forum*, *Yearbook/Proceedings*, *Monograph*, *Syllabus* and *Variance*, and a representative of the Committee on Online Services. The Vice Presidents of Administration, Marketing and Communications, and Research and Development serve as ex officio members.)

- b. Prepare (annually) and submit to the Vice President-Administration the goals of the Publications Management Board for the coming year of service.
- c. Prepare (annually) and submit to the CAS Office the Publications Management Board’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. Provide periodic status reports to the Vice President-Administration advising of the activities of the Board.
- e. Participate in meetings of the Executive Council from time to time as may be requested by the Vice President-Administration.
- f. Review (annually) this position description for continued relevance and propose any changes to the Vice President-Administration.
- g. Provide support to other Society committees as requested.

- h. Assign tasks to Publications Management Board members or subcommittees so as to achieve the agreed upon goals for the year.
- i. Monitor the work of Publications Management Board members to ensure that progress towards goals is being achieved as planned.
- j. Monitor the staffing of the Publications Management Board to assure that resources are equal to the task and report any imbalances with recommendations to the Vice President-Administration.
- k. Attend the annual CAS Leadership Meeting.
- l. Perform other duties as may be assigned by the Vice President-Administration.

Specialized Duties:

- a. Oversee all aspects of the CAS publication process.
  - b. Develop policies for the various CAS publications and communicate the policies to the publication committees.
  - c. Coordinate activities of the various publication committees.
  - d. Identify appropriate distribution channels for the various CAS publications.
  - e. Generally do all that is necessary to assure that the mission of the Publications Management Board is carried out effectively.
5. Authority. The chairperson of the Publications Management 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 without approval of the Vice President-Administration 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-Administration.
  - c. Unilaterally launch an activity not clearly within the Publications Management Board charge.

The chairperson of the Publications Management Board is charged with exercising sound judgment in the conduct of the business. Whenever a question arises where authority/responsibility is not clear, the chairperson is expected to consult with the Vice President-Administration in advance of exercising any of the available options.

6. Miscellaneous. In the event of the unavailability of the Vice President-Administration 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.