

**GENERAL POSITION DESCRIPTION
FOR A
TASK FORCE CHAIRPERSON**

1. Incumbency. A task force chairperson is a member of the Society recommended by the CAS officer to whom the task force will report, subject to confirmation by the Executive Council or Board of Directors.
2. Tenure. The chairperson of a task force serves until the charge of the task force is complete, unless specified to be otherwise by the Executive Council or Board of Directors.
3. Accountability. The chairperson of a task force is accountable and reports to the CAS officer specified by the Executive Council or Board of Directors.
4. Duties. The broad function of a task force chairperson is to manage the activities of members of the task force for the purpose of achieving its charge, as specified by the Executive Council or Board of Directors.

The duties of a task force chairperson fall into two categories: those that are common to all task force chairpersons, and those that are specifically related to the work of the task force.

Common Duties:

- a. Manage the membership of the task force 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 (when established and annually thereafter) and submit to the supervising CAS officer the goals of the task force for the coming year of service.
- c. Prepare (when established and annually thereafter) and submit to the CAS Office the task force'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 supervising CAS officer for incorporation in the officer's quarterly cycle report to the Executive Council.
- e. Participate in meetings of the Executive Council from time to time as may be requested.
- f. Review annually the task force's charge for continued relevance and propose any changes to the supervising CAS officer.
- g. Provide support to other Society committees as requested.
- h. Assign tasks to task force members so as to achieve the agreed upon goals for the year.
- i. Monitor the work of task force members to ensure that progress towards goals is being achieved as planned.
- j. Monitor the staffing of the task force to assure that the resources are equal to the task and report any imbalances with the recommendations to the supervising CAS officer.
- k. Attend the annual CAS Leadership Meeting.
- l. Perform other duties as may be assigned.

Specialized Duties:

Specialized duties of the task force will be established by the CAS Executive Council or Board of Directors when the task force is formed.

5. Authority

The chairperson of a task force has the authority to act as required to effectively carry out the mission of the task force except:

- a. Authorize expenditures on behalf of the Society without approval of the supervising CAS officer unless they are included in the approved CAS budget.
- b. Enter into contract on behalf of the Society without specific authorization from the supervising CAS officer.
- c. Unilaterally launch a task force activity not clearly within the task force charge.

The chairperson of a task force is charged with exercising sound judgment in the conduct of the business of the task force. Whenever a question arises where authority/responsibility is not clear, the chairperson is expected to consult with the supervising CAS officer in advance of exercising any of the available options.

6. Miscellaneous. In the event of the unavailability of the supervising CAS officer 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.