

**GENERAL POSITION DESCRIPTION
FOR A
RESEARCH WORKING PARTY CHAIRPERSON**

1. **Incumbency.** A research working party chairperson is a member of the Society recommended by the VP-Research and Development, subject to confirmation by the Executive Council.
2. **Tenure.** The chairperson of a working party serves until the charge of the working party is complete, unless specified to be otherwise by the Executive Council.
3. **Accountability.** The chairperson of a working party is accountable and reports to the CAS research committee designated as providing oversight to the working party.
4. **Duties.** The broad function of a research working party chairperson is to manage the activities of members of the working party for the purpose of achieving its charge, as specified by the CAS research committee designated as providing oversight to the working party.

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

Common Duties:

- a. Manage the membership of the working party in accordance with the guidelines set forth in the Committee Chairpersons' Manual. Submit welcoming and appreciation letters to new and retiring members, respectively.
- b. Prepare (when established and annually thereafter) and submit to the supervising CAS research committee the goals of the working party for the coming year of service.
- c. Prepare (when established and annually thereafter) and submit to the CAS Office the working party'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 brief quarterly reports and submit them to the supervising CAS research committee and the Research Initiatives Coordinator.
- e. Participate in meetings of the Executive Council from as may be requested.
- f. Review annually the working party's charge for continued relevance and propose any changes to the supervising CAS research committee.
- g. Provide support to other Society committees as requested.
- h. Assign tasks to working party members so as to achieve the agreed upon goals for the year.
- i. Monitor the work of working party members to ensure that progress towards goals is being achieved as planned.
- j. Monitor the staffing of the working party to assure that the resources are equal to the task and report any imbalances with the recommendations to the supervising CAS research committee.
- k. Attend the annual CAS Leadership Meeting.

l. Perform other duties as may be assigned.

m. Additional guidance for working party chairpersons is included in the Research Working Party Manual.

Specialized Duties:

Specialized duties of the working party will be established by the supervising CAS research committee when the working party is formed.

5. Authority

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

- a. Authorize expenditures on behalf of the Society without approval of the Vice President – Research and Development 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 – Research and Development.
- c. Unilaterally launch a working party activity not clearly within the working party charge.

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

6. Miscellaneous. In the event of the unavailability of the supervising CAS research committee to answer questions, consult on problems, etc., the chairperson should refer the question, problem, etc. to the attention of the Vice President – Research and Development, President – Elect, then the President, in order of availability.