

**CAS Board Chair
Position Description**

1. Incumbency. The Immediate Past President is the ex officio chairperson of the Board of the Casualty Actuarial Society.
2. Tenure. The term of the Board chairperson is one year.
3. Role. The principal role of the chairperson is to:
 - a. Establish the Board agenda, working with the President, the President-Elect and the Chief Executive Officer.
 - b. Manage the discussion of the agenda at the Board meeting.
 - c. Ensure the transmission of Board actions to the appropriate committees and task forces.
4. Pre-Meeting Duties.
 - a. The Chair, the President, President-elect and the Chief Executive Officer (collectively, the leadership team) is responsible for the construction of the Board Agenda including the completeness and readiness of the Board items.
 - b. The chair is responsible for determining the length of time each Board agenda item will be allocated with input from both the other members of the leadership team and from the intended item presenter.
5. Meeting Duties.
 - a. The chair should be familiar with the CAS Board of Directors Rules of Procedural Order (“Rules of Procedural Order”) adopted by the CAS Board of Directors in August 2012.
 - b. The chair will run Board meetings in a collegial, largely informal manner. This collegial atmosphere fosters the free exchange of ideas among Board members.
 - c. The chair should be familiar with Robert’s Rules of Order, most recent edition, with exceptions as noted in the Rules of Procedural Order, for use in those exceptional cases where formal Rules of Order become necessary.
 - d. The chair must be seen as fair and impartial, allowing all points of view to be heard.
 - e. The chair has the responsibility for recognizing who has the floor.
 - f. The chair may have to put an end to sidebar conversations that are both inconsiderate to the speaker who has the floor and distracting from business. The member who has the floor deserves the undivided attention of the assembly, and it is the chair's duty to protect that right.
 - g. The person who made a motion should be given the right to speak first.
 - h. Members who have not spoken should have priority over those who have already addressed the body on the question.
 - i. It is also desirable to recognize a member who speaks infrequently over one who regularly holds forth.
 - j. The chair may keep a list of individuals who are seeking to speak.

- k. The chair should make sure everyone is heard and all points are brought out, while encouraging participants not to rehash the same thoughts.
 - l. The chair may solicit comments from an attendee who has not spoken on the subject.
 - m. The chair should ensure that the question before the body is fully understood and should bring out the full ramifications of the motion.
 - n. The chair customarily does not engage in debate but may offer his/her opinion or relevant material to the discussion.
 - o. The chair with the assistance of the Chief Executive Officer (who serves as a parliamentarian present to advise the chair) makes rulings on parliamentary procedure.
 - p. The Board is the judge of its rules, and the chair's decision may be appealed and voted on by the assembly.
6. Post Meeting Duties.
- a. The chair (in conjunction with the President and Chief Executive Officer) should ensure that Board directed actions are communicated to appropriate committees and task forces.
7. Accountability. The chair is accountable to the membership. The chair will adhere to the Board Meeting Attendance Policy and Board of Director Conduct Guidelines.
8. Authority. The chair is not authorized to act on behalf of the Casualty Actuarial Society unless specifically authorized by the Board or by membership vote. This authorization does not apply to activities prohibited by the Constitution and Bylaws of the Society, explicitly or by implication.