

**POSITION DESCRIPTION  
FOR EXECUTIVE COUNCIL**

1. Incumbency. The Executive Council will consist of the following members, all of whom serve *ex officio*:
  - President (Chairperson)
  - President-Elect
  - Vice President – Administration
  - Vice President – Admissions
  - Vice President – International
  - Vice President – Marketing and Communications
  - Vice President – Professional Education
  - Vice President – Research and Development
  - Executive Director
2. Tenure. Members of the Executive Council serve for the respective terms of office giving rise to their membership on the Executive Council.
3. Accountability. The Executive Council is accountable and reports to the Board of Directors.
4. Duties. The Executive Council shall perform the following functions:
  - a) Act on matters specifically delegated to it by the Board of Directors.
  - b) Act as the principal forum in which all activities of the Society are coordinated and monitored.
  - c) Recommend to the Board the amount of annual dues.
  - d) Confirm the appointment of liaison representatives to outside organizations.
  - e) Confirm the appointment of committee chairpersons and vice chairpersons.
  - f) Confirm the appointment of “assistants to” the Vice Presidents as may be recommended by the respective Vice Presidents. Examples: Assistant Secretary, Assistant Treasurer.
  - g) Approve sites for CAS meetings, seminars, and the Course on Professionalism.
  - h) Contribute to the annual performance review of the Executive Director by providing input to the President.

5. Authority. The Executive Council is expected to exercise sound judgement in the conduct of its business. The Executive Council is expected to consult with the Board of Directors whenever a condition arises in which the authority/responsibility of the Executive Council is not entirely clear. The Executive Council has the authority to act as required in the conduct of business of the Society except to:
- a) Set policy.
  - b) Elect the Vice Presidents.
  - c) Discipline members.
  - d) Set the amount of examination fees.
  - e) Authorize publications of the Society.
  - f) Set the amount of annual dues.
  - g) Set the Investment Policy.
  - h) Enter into contract on behalf of the Society without the written approval of the Board (except as noted in paragraph 5.k. below).
  - i) Authorize release of exposure drafts of principles statements to the CAS membership.
  - j) Authorize promulgation of statements of principles.
  - k) Authorize expenditures on behalf of the Society in excess of \$50,000. The Executive Council is subject to the expenditure authority guidelines approved by the Board of Directors in September 2007.

For the authority with respect to expenditures in excess of \$50,000 and contracts, the following three exceptions were approved by the Board of Directors:

- 1) The Vice President – Administration may authorize expenditures contained in the approved operations budget.
- 2) The Vice President – Professional Education and Executive Director may enter into contracts dealing with hotels and guest speakers related to Society meetings, seminars, and the Course on Professionalism.
- 3) The Vice President – Research and Development, with the approval of the Executive Council, may authorize expenditures of budgeted and approved research funds and may enter into contracts for research projects and research activities within those budgeted amounts.

6. Board of Director Functions Delegated to the Executive Council. The Board of Directors may delegate certain of its functions to the Executive Council. The currently delegated functions include those listed below. However, the Board of Directors is not, having delegated authority to the Executive Council, precluded from acting on specific matters previously delegated to the Executive Council.
- a) Prescribe admission requirements.
  - b) Admit new members and reinstate lapsed members.
  - c) Authorize the creation and discharging of committees.
  - d) Call meetings of the Society.
  - e) Act on applications for the creation of Regional Affiliates.
  - f) Act on applications for the creation of Special Interest Sections.
  - g) Approve the President's position description.