

Casualty Actuarial Society Memorial Procedures
Adopted by the CAS Executive Council on December 12, 2023

1. Procedure Overview

This document establishes the protocol to be followed by Casualty Actuarial Society (CAS) when informed of the death of CAS members.

2. Areas of Responsibility

This procedure is the responsibility of the staff Director of Administrative and Customer Support (ACS Director), with support from other departments. In the case of the death of a CAS member, the ACS Director is responsible for informing specific CAS staff, including the Director of Publications and Research, the CFO, and CCO.

ACS Director:

- A. Notices of death are normally sent to office@casact.org, acs@casact.org, or directly to a CAS Staff Member.
- B. Any notice of death of a member should be forwarded to the ACS Director. Emailed notices sometimes include a link to the member's obituary. If they do not, then the ACS Director or a member of the ACS team will search for the obituary to validate the death. Upon validation, the ACS Director then updates the members' CAS profile by:
 - Updating Membership information to Deceased
 - Updating Members Individual Type as Deceased
 - Checking the deceased box in the members CAS Demographics
 - Adding a "pop-up" note to the CAS member's profile saying "deceased" and the date of death.
- C. The email is then forwarded to the Director of Publications and Research and CFO, with copy to CCO.

CFO:

- A. Updates Membership Spreadsheet.

Director of Publications and Research:

- A. Receives notice and logs the deceased in the Actuarial Review (AR) story file with full name, DOB, DOD, and designations.
- B. Notices of member deaths are included in the next available issue of AR in the "In Memoriam" column (Name, Designation, Birth Year and Death year).
- C. A CAS-specific obituary is developed from various sources:
 - a. Member record (career and volunteer history)
 - b. Online resources such as published obituary and Ancestry.com
 - c. Paper files
 - d. Contact with fellow CAS members such as who recommended them for membership or knew the deceased from volunteer work.

- D. The obituary is crafted to up to 250 words for print (strict limit). A longer obituary can be published on the website. There is no separate article of appreciation in Actuarial Review.
- E. The obituary is added to the CAS web page: <https://www.casact.org/publications-research/publications/obituaries>.

3. Eligibility for Notices of Death to the Membership

- A. Current CAS Members in good standing are memorialized as described below:
 - a. Actuarial Review In Memoriam (death notice)
 - b. Actuarial Review In Remembrance column (250-word obituary)
 - c. Post obituary on CAS website

Former members who have been dropped from CAS membership for more than a one-year timeframe will not be recognized.

- B. Past Presidents
 - a. Inform all living Past Presidents directly
 - b. Website Announcement
 - c. Email bulletin includes website notice
 - d. Actuarial Review In Memoriam (death notice)
 - e. Actuarial Review In Remembrance (obituary)
 - f. Post obituary on CAS website
 - g. Social Media Post
 - h. An appropriate expression of sympathy is sent by Executive Assistant. Examples of expression of sympathy could be, but are not limited to, a handwritten card to member's family, flowers, and fruit basket.
 - i. The CEO discusses with the CAS President whether CAS representation at the deceased's service is appropriate.
 - j. The ACS Director informs the CAS staff.