

**POSITION DESCRIPTION
FOR VICE PRESIDENT - ADMINISTRATION**

1. Incumbency. The Vice President - Administration is a Fellow elected by a majority vote of the Board of Directors as prescribed by the Bylaws.
2. Tenure. The Vice President - Administration is elected for a one-year term. An incumbent may be reelected and serve up to three consecutive terms.
3. Accountability. The Vice President - Administration is accountable and reports to the President.
4. Duties. The Vice President - Administration, in partnership with Staff, is responsible for managing the service functions necessary for the smooth and effective operation of the Society. Specifically, the Vice President - Administration shall:
 - a) Supervise activities of the councils, working groups, task forces, and liaison representatives reporting to the Vice President - Administration.
 - b) Supervise the activities of the Assistant Treasurer.
 - c) Help prepare the annual budget and 10-Year Capital Budgeting Model.
 - d) Oversee the CAS Trust and serve as one of two Trustees for the CAS Trust.
 - e) Serve as Chairperson of the Periodicals Editorial Board, which is charged with editorial oversight of the Actuarial Review and Future Fellows.
 - f) Serve as an ex-officio member of the Investment Council, Variance Editorial Board, Finance Council, and Audit Committee.
 - g) Monitor, compile, and prepare KPIs for review by the Executive Council and Board of Directors.
 - h) Review Annual Election Procedures and revise or update as needed.
 - i) Prepare the annual financial report for the CAS Annual Report and Actuarial Review.
5. Duties Common to all Vice Presidents:
 - a) Participate in meetings of the Executive Council and attend meetings of the Board of Directors.
 - b) Manage the flow and content of communications prepared by volunteers on behalf of councils, working groups, and task forces and recommend the involvement of marketing and communications staff and volunteers as necessary to ensure the communications

have been adequately reviewed prior to distribution.

- c) Confirm the appointment of chairpersons and vice chairpersons reporting to them.
 - d) Review (at least annually) and approve the position descriptions of each chair reporting to them.
 - e) Review (at least annually) this position description for continued relevance and propose any needed changes to the Governance Committee for approval.
 - f) Ensure that the Volunteer Interest Preferences are fully utilized for councils, working groups, and task forces reporting to her/him to the end that:
 - i. resources are always equal to the task.
 - ii. there is always at least one qualified successor candidate for each chairperson.
 - g) Actively engage volunteers on councils, working groups, and task forces directly and indirectly reporting to the VP by:
 - i. Regularly communicating pertinent information that they should know about activities of the EC and Board:
 - ii. Where possible, and in coordination with respective staff partner, restructuring assignments to give more meaningful roles to council, working group, and task force members;
 - iii. Listen to feedback and make the EC/ Board aware of the needs and wants of council, working group, and task force members;
 - iv. Work to resolve issues that arise with council, working group, and task force members and delegate to the EC any that should be escalated;
 - v. Encourage council, working group, and task force members to act in similar ways to engage volunteers on subgroups reporting to them.
 - vi. Nominate deserving volunteers for appropriate volunteer awards.
 - h) Provide input as needed to staff in the development of the annual budget for the working groups and task forces reporting to her/him and projects within his/her functional area.
 - i) Ensure that risks and opportunities are identified and assessed for integration into the CAS's ERM Program, as delineated by the Risk Management Committee, EC, and Board. Provide a representative to the Risk Management Committee, which manages the CAS ERM Program.
 - j) Provide periodic status reports to the Executive Council and Board on an as needed basis.
 - k) Keep the President and President-Elect informed on a regular basis of all activity.
 - l) Perform other duties as may be assigned by President.
6. Authority. The Vice President-Administration has the authority to act as required to effectively

conduct the business of her/his office except to:

- a) Enter into contract on behalf of the Society without the written approval of the Board.
- b) Authorize expenditures on behalf of the Society in excess of \$20,000, except for those amounts in excess of \$20,000 in the approved operational budget. The Vice Presidents are subject to the expenditure authority guidelines approved by the Board of Directors in August 2024.

The Vice President-Administration is charged with exercising sound judgment in the conduct of the business of their office. Whenever a question arises where authority/responsibility is not clear, they are expected to consult with the President in advance of exercising any of the available options.

**POSITION DESCRIPTION
FOR VICE PRESIDENT - ADMISSIONS**

1. Incumbency. The Vice President - Admissions is a Fellow elected by a majority vote of the Board of Directors as prescribed by the Bylaws.
2. Tenure. The Vice President - Admissions is elected for a one-year term. An incumbent may be reelected and serve up to three consecutive terms.
3. Accountability. The Vice President - Admissions is accountable and reports to the President.
4. Duties. The function of the Vice President - Admissions, in partnership with Staff, is to manage that part of CAS activities leading to admission of new members to the Society. Specifically, the Vice President-Admissions shall:
 - a) Supervise activities of the councils, working groups, task forces, and liaison representatives reporting to the Vice President - Admissions.
 - b) Assure that the Syllabus accurately reflects the educational goals of the Society.
 - c) Serve as an ex-officio member of the Admissions Governance Committee.
 - d) Approve the recommendations of the Chair of the Syllabus and Examinations Working Group to set the passing marks for each examination.
 - e) Generally, do all that is necessary to assure that prospective members of the Society have met all the requirements of admission.
5. Duties Common to all Vice Presidents:
 - a) Participate in meetings of the Executive Council and attend meetings of the Board of Directors.
 - b) Manage the flow and content of communications prepared by volunteers on behalf of councils, working groups, and task forces and recommend the involvement of marketing and communications staff and volunteers as necessary to ensure the communications have been adequately reviewed prior to distribution.
 - c) Confirm the appointment of chairpersons and vice chairpersons reporting to them.
 - d) Review (at least annually) and approve the position descriptions of each chair reporting to them.
 - e) Review (at least annually) this position description for continued relevance and propose any needed changes to the Governance Committee for approval.
 - f) Ensure that the Volunteer Interest Preferences are fully utilized for councils, working groups and task forces reporting to her/him to the end that:
 - i. resources are always equal to the task.

- ii. there is always at least one qualified successor candidate for each chairperson.
 - g) Actively engage volunteers on councils, working groups, and task forces directly and indirectly reporting to the VP by:
 - i. Regularly communicating pertinent information that they should know about activities of the EC and Board;
 - ii. Where possible, and in coordination with respective staff partner, restructuring assignments to give more meaningful roles to council, working group, and task force members;
 - iii. Listen to feedback and make the EC/ Board aware of the needs and wants of council, working group, and task force members;
 - iv. Work to resolve issues that arise with council, working group, and task force members and delegate to the EC any that should be escalated;
 - v. Encourage council, working group, and task force members to act in similar ways to engage volunteers on subgroups reporting to them.
 - vi. Nominate deserving volunteers for appropriate volunteer awards.
 - h) Provide input as needed to staff in the development of the annual budget for the working groups and task forces reporting to her/him and projects within his/her functional area.
 - i) Ensure that risks and opportunities are identified and assessed for integration into the CAS's ERM Program, as delineated by the Risk Management Committee, EC, and Board. Provide a representative to the Risk Management Committee, which manages the CAS ERM Program.
 - j) Provide periodic status reports to the Executive Council and Board on an as needed basis.
 - k) Keep the President and President-Elect informed on a regular basis of all activity.
 - l) Perform other duties as may be assigned by President.
6. Authority. The Vice President - Admissions has the authority to act as required to effectively conduct the business of her/his office except to:
- a) Revise the *Syllabus* without EC approval.
 - b) Enter into contract on behalf of the Society without the written approval of the Board.
 - c) Authorize expenditures on behalf of the Society in excess of \$20,000. The Vice Presidents are subject to the expenditure authority guidelines approved by the Board of Directors in August 2024.

The Vice President - Admissions is charged with exercising sound judgment in the conduct of the business of her/his office. Whenever a question arises where authority/responsibility is not clear, the Vice President - Admissions is expected to consult with the Admissions Governance Committee

and/or President in advance of exercising any of the available options.

POSITION DESCRIPTION VICE PRESIDENT – ENGAGEMENT

1. Incumbency. The Vice President – Engagement is a Fellow elected by a majority vote of the Board of Directors as prescribed by the Bylaws.
2. Tenure. The Vice President – Engagement is elected for a one-year term. An incumbent may be reelected and serve up to three consecutive terms.
3. Accountability. The Vice President – Engagement is accountable and reports to the President.
4. Duties. The role of the Vice President – Engagement is to serve as the senior partner to the Chief Communications Officer in overseeing the engagement activities conducted on behalf of the CAS for both internal and external audiences.

Specifically, the Vice President – Engagement shall partner with staff to:

- a) Oversee development and execution of strategies to maximize engagement with the CAS's key stakeholders, including members across their life cycle, from university student, candidate, new member, volunteer, to retiree. The position will also oversee academic and employer engagement within the CAS. Specific stakeholders and activities include:

Stakeholder	Duties
All	Oversee CAS promotional efforts to foster increased awareness and usage of CAS's products and services for all stakeholders.
All	Oversee the CAS's efforts to encourage diverse participation within the CAS and foster an inclusive community for all stakeholders. This includes serving as the senior volunteer leader representative of the CAS/SOA Joint Committee on Inclusion, Equity, and Diversity.
University Students and Academics	Oversee the work of the University Engagement Advisory Working Group in fulfilling the CAS's university engagement strategy, including CAS Student Central and Academic Central.
Candidates	Oversee the work of the Candidate Advocate Working Group in fostering connections and providing support for CAS candidates and advocating for candidates to other parts of the CAS, specifically the Admissions function.

Members	Oversee the work of the Member Engagement Advisory Working Group to enhance the value of CAS membership and foster high-quality engagement opportunities with members throughout the member life cycle, including: • Overseeing the new member on-boarding program and the work of the New Members Working Group. • Utilizing the Member Advisory Panel to gauge member sentiments and needs and identify opportunities to enhance the member value proposition. • Serving as liaison to the Seasoned Actuaries Section and leveraging the CAS's growing retiree community.
Volunteers and Volunteer Leaders	Oversee the work of the Volunteer Resources Advisory Working Group in the development and execution of best practices for volunteer engagement to raise and cultivate effective volunteer-staff relationships. Oversee the Leadership Development Working Group's work on developing CAS volunteers into CAS leaders.
Employers	Serve as the Volunteer Chair of the Employers Advisory Council and support efforts to strengthen and expand the CAS's relationships with current and prospective employers of actuaries.

- b) As volunteer chair of the Engagement Council, partner with the Chief Communications Officer to supervise activities of the engagement working groups and task forces as outlined above. Hold periodic meetings of the Council to ensure coordination of engagement activities across the volunteer groups.
- c) Manage the development and distribution of communications prepared by the engagement working groups and task forces and recommend the involvement of other staff and volunteers as necessary to ensure the communications have been adequately reviewed prior to distribution.

5. Duties Common to all Vice Presidents:

- a) Participate in meetings of the Executive Council and attend meetings of the Board of Directors.
- b) Manage the flow and content of communications prepared by volunteers on behalf of councils, working groups, and task forces and recommend the involvement of marketing and communications staff and volunteers as necessary to ensure the communications have been adequately reviewed prior to distribution.
- c) Confirm the appointment of chairpersons and vice chairpersons reporting to them.
- d) Review (at least annually) and approve the position descriptions of each chair reporting to them.

- e) Review (at least annually) this position description for continued relevance and propose any needed changes to the Governance Committee for approval.
 - f) Ensure that the Volunteer Interest Preferences are fully utilized for councils, working groups, and task forces reporting to her/him to the end that:
 - i. resources are always equal to the task.
 - ii. there is always at least one qualified successor candidate for each chairperson.
 - g) Actively engage volunteers on councils, working groups, and task forces directly and indirectly reporting to the VP by:
 - i. Regularly communicating pertinent information that they should know about activities of the EC and Board:
 - ii. Where possible, and in coordination with respective staff partner, restructuring assignments to give more meaningful roles to council, working group, and task force members;
 - iii. Listen to feedback and make the EC/ Board aware of the needs and wants of council, working group, and task force members;
 - iv. Work to resolve issues that arise with council, working group, and task force members and delegate to the EC any that should be escalated;
 - v. Encourage council, working group, and task force members to act in similar ways to engage volunteers on subgroups reporting to them.
 - vi. Nominate deserving volunteers for appropriate volunteer awards.
 - h) Provide input as needed to staff in the development of the annual budget for the working groups and task forces reporting to her/him and projects within his/her functional area.
 - i) Ensure that risks and opportunities are identified and assessed for integration into the CAS's ERM Program, as delineated by the Risk Management Committee, EC, and Board. Provide a representative to the Risk Management Committee, which manages the CAS ERM Program.
 - j) Provide periodic status reports to the Executive Council and Board on an as needed basis.
 - k) Keep the President and President-Elect informed on a regular basis of all activity.
 - l) Perform other duties as may be assigned by President.
6. Authority. The Vice President – Engagement has the authority to act as required to effectively conduct the business of her/his office except to:
- a) Enter into contract on behalf of the Society without the written approval of the Board.
 - b) Authorize expenditures on behalf of the Society in excess of \$20,000. The Vice Presidents are subject to the expenditure authority guidelines approved by the Board of Directors in August 2024.

The Vice President – Engagement is charged with exercising sound judgment in the conduct of the business of her/his office. Whenever a question arises where authority/responsibility is not clear, the Vice President – Engagement is expected to consult with the Chief Communications Officer in

advance of exercising any of the available options.

**POSITION DESCRIPTION
FOR VICE PRESIDENT - INTERNATIONAL**

1. Incumbency. The Vice President - International is a Fellow elected by a majority vote of the Board of Directors as prescribed by the Bylaws.
2. Tenure. The Vice President - International is elected for a one-year term. An incumbent may be reelected and serve up to three consecutive terms.
3. Accountability. The Vice President - International is accountable and reports to the President.
4. Duties. In partnership with staff:
 - a) Lead the development and execution of the operational strategy for CAS international growth.
 - b) Oversee the support of members outside of the US and Canada.
 - c) Liaise with other (non-International) CAS Councils, Board Committees, Working Groups, and Task Forces, as needed where issues related to international candidates, members, or CAS presence overlap.
 - d) Represent the perspective of current and potential future CAS members outside of the US and Canada on all matters before the Executive Council.
 - e) Ensure international activities are effectively promoted through CAS communication channels to members, candidates, and the public.
 - f) Oversee the relationship between the CAS and the International Association of Actuaries (IAA). With support of the IAA Working Group, ensure that the CAS is properly represented at IAA meetings and that relevant topics and issues are brought to the attention of the President and Executive Council.
5. Duties Common to all Vice Presidents:
 - a) Participate in meetings of the Executive Council and attend meetings of the Board of Directors.
 - b) Manage the flow and content of communications prepared by volunteers on behalf of councils, working groups, and task forces and recommend the involvement of marketing and communications staff and volunteers as necessary to ensure the communications have been adequately reviewed prior to distribution.
 - c) Confirm the appointment of chairpersons and vice chairpersons reporting to them.
 - d) Review (at least annually) and approve the position descriptions of each chair reporting to them.
 - e) Review (at least annually) this position description for continued relevance and propose any

needed changes to the Governance Committee for approval.

- f) Ensure that the Volunteer Interest Preferences are fully utilized for councils, working groups and task forces reporting to her/him to the end that:
 - i. resources are always equal to the task.
 - ii. there is always at least one qualified successor candidate for each chairperson.
 - g) Actively engage volunteers on councils, working groups, and task forces directly and indirectly reporting to the VP by:
 - i. Regularly communicating pertinent information that they should know about activities of the EC and Board:
 - ii. Where possible, and in coordination with respective staff partner, restructuring assignments to give more meaningful roles to council, working group, and task force members;
 - iii. Listen to feedback and make the EC/ Board aware of the needs and wants of council, working group, and task force members;
 - iv. Work to resolve issues that arise with council, working group, and task force members and delegate to the EC any that should be escalated;
 - v. Encourage council, working group, and task force members to act in similar ways to engage volunteers on subgroups reporting to them.
 - vi. Nominate deserving volunteers for appropriate volunteer awards.
 - h) Provide input as needed to staff in the development of the annual budget for the working groups and task forces reporting to her/him and projects within his/her functional area.
 - i) Ensure that risks and opportunities are identified and assessed for integration into the CAS's ERM Program, as delineated by the Risk Management Committee, EC, and Board. Provide a representative to the Risk Management Committee, which manages the CAS ERM Program.
 - j) Provide periodic status reports to the Executive Council and Board on an as needed basis.
 - k) Keep the President and President-Elect informed on a regular basis of all activity.
 - l) Perform other duties as may be assigned by President.
6. Authority. The Vice President - International has the authority to act as required to effectively conduct the business of her/his office except to:
- a) Enter into contract on behalf of the Society without the written approval of the Board.
 - b) Authorize expenditures on behalf of the Society in excess of \$20,000. The Vice Presidents are subject to the expenditure authority guidelines approved by the Board of Directors in August 2024.

The Vice President - International is charged with exercising sound judgment in the conduct of the business of her/his office. Whenever a question arises where authority/responsibility is not clear, the Vice President - International is expected to consult with the President in advance of exercising

any of the available options.

**POSITION DESCRIPTION
VICE PRESIDENT - PROFESSIONAL EDUCATION**

1. Incumbency. The Vice President - Professional Education is a Fellow elected by a majority vote of the Board of Directors as prescribed by the Bylaws.
2. Tenure. The Vice President - Professional Education is elected for a one-year term. An incumbent may be reelected and serve up to three consecutive terms.
3. Accountability. The Vice President - Professional Education is accountable and reports to the President.
4. Duties. The function of the Vice President - Professional Education, in partnership with Staff, is to manage that part of CAS activities involving general meetings of the Society, seminars, and other professional education opportunities. In addition, the Vice President - Professional Education oversees the development of a continuing education strategy designed to support the educational needs of members. Specifically, the Vice President - Professional Education shall:
 - a) Oversee activities of the councils, working groups, task forces, and liaison representatives reporting to the Vice President -Professional Education.
 - b) Work with CAS Staff to assure that Society meetings and seminars are well planned, well executed, and achieve their intended purpose.
 - c) Serve as a Trustee for the CAS Trust.
 - d) Hold an annual Professional Education meeting with chairs and vice chairs.
 - e) Provide newsletter (at least semi-annually) to Professional Education chairs and vice chairs.
5. Duties Common to all Vice Presidents:
 - a) Participate in meetings of the Executive Council and attend meetings of the Board of Directors.
 - b) Manage the flow and content of communications prepared by volunteers on behalf of councils, working groups, and task forces and recommend the involvement of marketing and communications staff and volunteers as necessary to ensure the communications have been adequately reviewed prior to distribution.
 - c) Confirm the appointment of chairpersons and vice chairpersons reporting to them.
 - d) Review (at least annually) and approve the position descriptions of each chair reporting to them.

- e) Review (at least annually) this position description for continued relevance and propose any needed changes to the Governance Committee for approval.
 - f) Ensure that the Volunteer Interest Preferences are fully utilized for councils, working groups and task forces reporting to her/him to the end that:
 - i. resources are always equal to the task.
 - ii. there is always at least one qualified successor candidate for each chairperson
 - g) Actively engage volunteers on councils, working groups, and task forces directly and indirectly reporting to the VP by:
 - i. Regularly communicating pertinent information that they should know about activities of the EC and Board:
 - ii. Where possible, and in coordination with respective staff partner, restructuring assignments to give more meaningful roles to council, working group, and task force members;
 - iii. Listen to feedback and make the EC/ Board aware of the needs and wants of council, working group, and task force members;
 - iv. Work to resolve issues that arise with council, working group, and task force members and delegate to the EC any that should be escalated;
 - v. Encourage council, working group, and task force members to act in similar ways to engage volunteers on subgroups reporting to them.
 - vi. Nominate deserving volunteers for appropriate volunteer awards.
 - g) Provide input as needed to staff in the development of the annual budget for the working groups and task forces reporting to her/him and projects within his/her functional area.
 - h) Ensure that risks and opportunities are identified and assessed for integration into the CAS's ERM Program, as delineated by the Risk Management Committee, EC, and Board. Provide a representative to the Risk Management Committee, which manages the CAS ERM Program.
 - i) Provide periodic status reports to the Executive Council and Board on an as needed basis.
 - j) Keep the President and President-Elect informed on a regular basis of all activity.
 - k) Perform other duties as may be assigned by President.
6. Authority. The Vice President - Professional Education has the authority to act as required to effectively conduct the business of her/his office except to:
- a) Set meeting content unilaterally.
 - b) Approve meeting, seminar, and Course on Professionalism sites. Staff select those sites.

- c) Enter into contract on behalf of the Society without the written approval of the Board.
- d) Authorize expenditures on behalf of the Society in excess of \$20,000. The Vice Presidents are subject to the expenditure authority guidelines approved by the Board of Directors in August 2024.

The Vice President - Professional Education is charged with exercising sound judgment in the conduct of the business of her/his office. Whenever a question arises where authority/responsibility is not clear, the Vice President - Professional Education is expected to consult with the President in advance of exercising any of the available options.

POSITION DESCRIPTION
VICE PRESIDENT - RESEARCH AND PRACTICE ADVANCEMENT

1. Incumbency. The Vice President - Research and Practice Advancement is a Fellow elected by a majority vote of the Board of Directors as prescribed by the Bylaws.
2. Tenure. The Vice President - Research and Practice Advancement is elected for a one-year term. An incumbent may be reelected and serve up to three consecutive terms.
3. Accountability. The Vice President - Research and Practice Advancement is accountable and reports to the President.
4. Duties. The function of the Vice President - Research and Practice Advancement, in partnership with Staff, is to manage that part of CAS activities designed to encourage, coordinate, and supervise the advancement of casualty actuarial science. Specifically, the Vice President - Research and Practice Advancement shall:
 - a) Research and Practice Advancement advise and facilitate activities of the working groups, task forces, and liaison representatives remitted to the Vice President - Research and Practice Advancement.
 - b) Identify (annually) areas of casualty actuarial science in need of further development and propose an agenda for the CAS for consideration by the EC. In partnership with Staff, advise and facilitate that part of CAS activities designed to encourage, coordinate, and supervise the advancement of casualty actuarial science. Collaborate with senior staff management in translation of periodic Board strategy refreshes into operational tactics for Research apparatus. For FY2025, the focus goals are AI and climate.
 - c) Author or co-author required annual report to Board regarding conduct and activities of Research operation.
 - d) Promote CAS research through an array of means to advance Society thought leadership and candidate interest. Participate in specific Research projects as needed.
 - e) Advise senior staff management on the adoption of GenAI and LLM's in CAS operations.
 - f) Serve as an ex-officio member of the Publications Management Board and American Academy of Actuaries Casualty Practice Council. Delivers CAS research to the Academy (AAA) where said research intersects with advocacy and policy.
 - g) Advise senior staff management on development of research initiatives (e.g., requests for proposals for CAS-funded research projects) and other communications originating out of Research operation.

5. Duties Common to all Vice Presidents:

- a) Participate in meetings of the Executive Council and attend meetings of the Board of Directors.
- b) Manage the flow and content of communications prepared by volunteers on behalf of councils, working groups, and task forces and recommend the involvement of marketing and communications staff and volunteers as necessary to ensure the communications have been adequately reviewed prior to distribution.
- c) Confirm the appointment of chairpersons and vice chairpersons reporting to them.
- d) Review (at least annually) and approve the position descriptions of each chair reporting to them.
- e) Review (at least annually) this position description for continued relevance and propose any needed changes to the Governance Committee for approval.
- f) Ensure that the Volunteer Interest Preferences are fully utilized for councils, working groups, and task forces reporting to her/him to the end that:
 - i. resources are always equal to the task.
 - ii. there is always at least one qualified successor candidate for each working group chairperson.
- g) Actively engage volunteers on councils, working groups, and task forces directly and indirectly reporting to the VP by:
 - i. Regularly communicating pertinent information that they should know about activities of the EC and Board:
 - ii. Where possible, and in coordination with respective staff partner, restructuring assignments to give more meaningful roles to council, working group, and task force members;
 - iii. Listen to feedback and make the EC/ Board aware of the needs and wants of council, working group, and task force members;
 - iv. Work to resolve issues that arise with council, working group, and task force members and delegate to the EC any that should be escalated;
 - v. Encourage council, working group, and task force members to act in similar ways to engage volunteers on subgroups reporting to them.
 - vi. Nominate deserving volunteers for appropriate volunteer awards.
- g) Provide input as needed to staff in the development of the annual budget for the working groups and task forces reporting to her/him and projects within his/her functional area.
- h) Ensure that risks and opportunities are identified and assessed for integration into the CAS's ERM Program, as delineated by the Risk Management Committee, EC, and Board. Provide a representative to the Risk Management Committee, which manages the CAS ERM Program.
- i) Provide periodic status reports to the Executive Council and Board on an as needed basis.

- j) Keep the President and President-Elect informed on a regular basis of all activity.
 - k) Perform other duties as may be assigned by President.
6. Authority. The Vice President - Research and Practice Advancement has the authority to act as required to effectively conduct the business of her/his office except to:
- a) Enter into contract on behalf of the Society without the written approval of the Board. *There is one exception to the contract exception - the VP Research & Practice Advancement can enter into contracts for research on behalf of the Society.
 - b) Authorize expenditures on behalf of the Society in excess of \$20,000. The Vice Presidents are subject to the expenditure authority guidelines approved by the Board of Directors in August 2024.