

**POSITION DESCRIPTION  
FOR CAS PRESIDENT**

1. Incumbency. The President is that Fellow who served as President-Elect during the immediately preceding Society year.
2. Tenure. The President serves for one year.
3. Accountability. The President is accountable and reports to the Board of Directors.
4. Duties. The President shall perform the function of chief operating officer of the CAS. Specifically, the President shall:
  - a) Preside at meetings of the Society.
  - b) Oversee the operations of the CAS. In this capacity the President shall:
    - i. Call meetings of the Executive Council.
    - ii. Chair meetings of the Executive Council. The Executive Council is scheduled to hold at least four in-person meetings annually with teleconferences as needed.
    - iii. Report (at least quarterly) to the Board as chairperson of the Executive Council (minutes of Executive Council meetings, cycle reports, and other material related to agenda material).
    - iv. Review (at least annually) and approve revisions to the position descriptions of the President-Elect, each Vice President, and the Executive Director.
    - v. Prepare (annually) the budget requirements of the CAS in consultation with the President-Elect and submit to the Board for approval.
    - vi. Prepare (annually) the goals of the Executive Council and submit to the Board for review.
    - vii. Supervise the performance of the President-Elect, Vice Presidents, and Executive Director.
    - viii. Prepare the Executive Director's annual performance review for approval by the Executive Council.
    - ix. Serve as a member of the following committees or groups:
      - a. CAS Leadership Team
      - b. CAS Office Compensation Committee
      - c. International Leadership Team
  - c) Participate as a member of the Board of Directors. The Board usually holds quarterly in-person meetings.
  - d) Review (at least annually) this position description for continued relevance and propose any needed changes to the Executive Council for approval.
  - e) Serve as a representative of the CAS. In this capacity the President shall:
    - i. Serve as CAS senior representative to the:
      - a. North American Actuarial Council
      - b. Council of US Presidents

September 23, 2013  
(No changes from last update in 2013)

- c. Casualty Practice Council of the American Academy of Actuaries
  - d. Board of Directors of the American Academy of Actuaries
  - e. Joint Discipline Council
  - ii. Collaborate, where appropriate, with the American Academy of Actuaries, Canadian Institute of Actuaries, Society of Actuaries, and other US-based actuarial organizations.
  - iii. Collaborate, where appropriate, with international actuarial organizations, including but not limited to the International Actuarial Association.
- f) Perform other duties as may be assigned by the Board of Directors.
5. Authority. The President has the authority to act as required to effectively conduct the business of her/his office except to:
- a) Appoint or terminate committee chairpersons.
  - b) Appoint or terminate liaison representatives to outside organizations.
  - c) Enter into contract on behalf of the Society without the written approval of the Board. (See exceptions approved by the Board.)
  - d) Authorize expenditures on behalf of the Society in excess of \$25,000. The President is subject to the expenditure authority guidelines approved by the Board of Directors in September 2007.

The President 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 President is expected to consult with the Board of Directors in advance of exercising any of the available options.