



**Canadian  
Institute  
of Actuaries**

**Institut  
canadien  
des actuaires**

## President's Duties and Responsibilities at the Canadian Institute of Actuaries

### What is the role of the CIA Board?

The CIA Board is responsible for strong governance of the Institute, which includes:

1. **Determining the CIA's mission and purpose**
2. **Selecting and supporting the Executive Director**
3. **Ensuring effective CIA planning**
4. **Ensuring adequate resources**
5. **Approving Bylaw amendments and policies**
6. **Ensuring proper management of resources and delivery of results**
7. **Determining, monitoring and strengthening the organization's programs and services**
8. **Enhancing the CIA's public standing**
9. **Ensuring legal and ethical integrity and accountability**
10. **Orienting new Board members and overseeing their performance**

### What is the role of the CIA President?

The CIA President maintains focus on what is best for the Institute. As the leader of the Board, and in collaboration with the Executive Director, the President sets the tone for meetings, actively guides the Board's direction and keeps Directors focused on the priorities laid out in the [strategic plan](#).

The President's responsibilities cover four main areas:

#### 1. Official spokesperson

- Act as the CIA's official spokesperson, writing and speaking on behalf of the Institute to media, public and private decision-makers, industry stakeholders and members.

#### 2. Board management

- Help develop agendas, run meetings efficiently and designate work to Board committees or CIA councils as appropriate.
- Set a positive, energized tone for meetings and high standards for Board conduct.
- Address issues regarding confidentiality, conflicts of interest, Director performance and pertinent Board policies.
- Coordinate the self-evaluation process for Board members and implement recommendations for improvement.

#### 3. Mentorship

- Actively engage Board members to contribute, identify opportunities for possible continuing education and mentor future Officers.

- Work with the Governance and Nominations Committee and the Executive Director to recommend Board committee chairs and membership.

#### 4. Support for the Executive Director

- Develop a working relationship with the Executive Director based on mutual trust and respect, and work to achieve organizational goals.
- Serve as sounding board for the Executive Director regarding emerging issues.
- Handle Executive Director performance appraisal.

The President, with the support of all Officers, is also responsible for participating in the following meetings, events and activities:

##### Board meetings

The CIA Board meets quarterly, according to a meeting schedule confirmed at the June Board meeting. The usual schedule includes:

- **September:** Two-day meeting in Ottawa.
  - Day 1: Board preparedness session involving Officers, Directors, council chairs, the Executive Director and senior staff followed by a networking dinner.
  - Day 2: Board meeting with Officers, Directors and the Executive Director.
- **Late November:** One-day meeting held virtually.
- **Late March:** One-day meeting held virtually.
- **June:** Two-day meeting held in the same location as the annual conference.
  - Day 1: Strategy and vision discussion involving Officers, Directors, council chairs, the Executive Director, senior staff and incoming Board members.
  - Day 2: Board meeting with Officers, Directors and the Executive Director.

Attendees should plan to allocate a half day of work in advance of each meeting to prepare and review required materials.

Additional virtual meetings may be scheduled to address urgent matters.

The CIA follows *Bourinot's Rules of Order* to conduct business at CIA Board meetings.

##### Annual conference

- All Officers are required to attend the CIA's annual conference, which takes place over two days in June at varied locations, either in person or virtually. Officers receive instruction prior to the event outlining their role. Typical activities include opening remarks, member recognition events and the presidential change of office.

The CIA waives annual conference registration fees for Officers during their time in office, as stated in the [Policy Regarding Continuing Professional Development Events](#).

##### Annual meeting

- The President chairs the Annual General Meeting, which is held via webcast in May or June and conducts official Institute business (e.g., Bylaw ratification, appointment of auditor). The President-Elect and Immediate Past President may also be required to participate.

##### CIA Officers' virtual meetings

- All Officers and the Executive Director are required to attend informal videoconferences, which are held once a month or as needed to discuss issues as they arise. These meetings are not decision-making sessions but rather a forum for sharing knowledge, guidance and advice.

#### **CIA leadership virtual meetings**

- All CIA leadership, including Officers, council chairs and the Executive Director, hold a one-hour call every six weeks or as determined by need. Issues discussed may require Officer attention or become part of the Board agenda.

#### **Meetings of CIA councils and other volunteer groups**

- The President has the authority to attend and observe any council or other volunteer group meeting.
- Each council holds six to 10 meetings per year. These meetings are typically held virtually but may be in person in exceptional circumstances.

#### **Actuarial Professional Oversight Board (APOB), Actuarial Guidance Council (AGC) and Actuarial Standards Board (ASB) conference calls**

- The President may be required to attend possible biannual conference calls between the President, Executive Director and chairs of APOB, the AGC and the ASB in order to ensure high-level awareness of activities, goals and plans for these bodies.

#### **International Actuarial Association (IAA) meetings**

- Twice per year (in the spring and fall), the IAA holds its Council and Committee meetings. Officers and the Executive Director may attend with companions for relevant meetings, usually in the Spring. Fall meetings are generally reserved for specific committees.
- The Executive Director and the Director of Education and International Affairs organize and prepare agendas for meetings, which offer opportunities for multilateral cooperation and engagement with other actuarial organizations.

#### **Meetings of US actuarial organizations and the Caribbean Actuarial Association (CAA)**

- All Officers have a standing invitation to attend the meetings of the five US actuarial organizations and may respond at their discretion, with at least one Officer attending the meetings. The President has a standing invitation to attend the Caribbean Actuarial Association meeting, usually in November.

#### **Actuarial Professional Oversight Board public meeting webcast**

- All Officers are invited to attend the annual APOB meeting, held in December via webcast.

#### **Actuarial Students' National Association (ASNA)**

- The President is required to attend the annual ASNA convention (held in early January, in varied locations or virtually), of which the CIA is the Grand Patron sponsor. The President addresses students at the CIA gala dinner. Assistance drafting remarks is provided by CIA Head Office. The President attends other aspects of the convention at their convenience.
- Any Officer may attend the joint event in August, which typically alternates between Toronto and Montréal but may be held virtually if necessary.

#### **Outreach activities**

- Any Officer may be called upon to participate in outreach activities, which include meetings with employers, other actuarial organizations and [actuarial clubs](#) on behalf of the Board, as well as meetings with stakeholders/regulators (usually by videoconference).
- Meetings with stakeholders/regulators may also be attended by some chairs of councils or the Actuarial Standards Board, and include preparation calls before each meeting.

- Usually, two out of three of the Officers attend any one meeting. Language and practice area also influence who attends.

**Other meetings** (may occur each year)

- Office of the Superintendent of Financial Institutions (OSFI) (one or two per year)
- Retraite Québec (one per year)
- Autorité des marchés financiers (AMF) (one per year)
- Canadian Association of Pension Supervisory Authorities (CAPSA) (one per year)
- Canadian Auto Insurance Rate Regulators Association (CARR) (occasional)
- Chartered Professional Accountants (CPA) Canada (occasional)
- Financial Services Regulatory Authority of Ontario (FSRA) (occasional)
- Insurance Bureau of Canada (IBC) (occasional)
- Canadian Life and Health Insurance Association (CLHIA) (occasional)
- Assuris (occasional)

**Seeing Beyond Risk blog contributions**

- The CIA's blog, [Seeing Beyond Risk](#), features stories from CIA members about the actuarial profession in Canada. The President is encouraged to regularly share articles and opinions about current actuarial topics.
- Articles can be ghostwritten by Head Office staff, based on a suggestion or outline from the President.

**Annual report**

- The President's contribution, which is determined by the Communications team, is due in early April for publication in June.

**Webcasts/town halls**

- The President or President-Elect is required to participate in occasional virtual town halls on an as-needed basis as panel member or speaker. These webcasts are routinely held as part of the consultation for any anticipated changes to the Bylaws.

**Media interviews and government relations**

- When needed, the President or President-Elect works with the Director of Communications and Public Affairs to respond to media requests for interviews. Media training is available for the President and other leadership.
- The President may also be called upon to meet with government officials to promote the CIA agenda, accompanied by CIA staff from the Communications and Public Affairs team.

**Specialty seminars and the Advanced Professionalism and Leadership Course (APLC)**

The President-Elect welcomes and addresses APLC candidates with career-oriented remarks. The APLC is offered at least once annually, but additional offerings may be added to address demand.

The CIA waives registration fees for the President and President-Elect for specialty seminars during their time in office, as stated in the [Policy Regarding Continuing Professional Development Events](#).

- The President-Elect welcomes the APLC candidates (twice per year), and often delivers a keynote presentation.

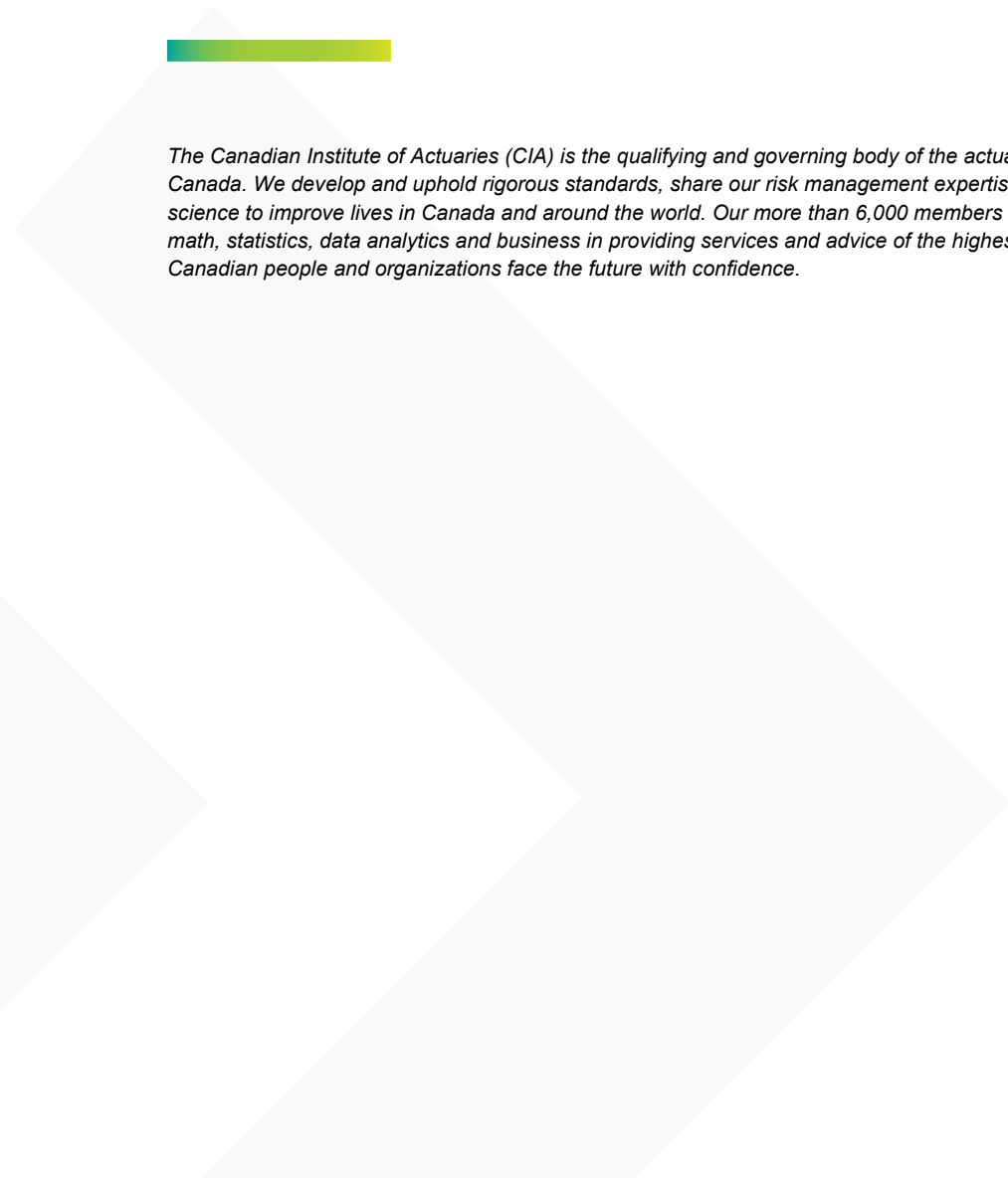
## What is the anticipated average time commitment for the President?

Several former Presidents provided estimates of the time commitment required during their term to fulfil their duties. Although that time can vary significantly between individuals, depending on issues that arise and how much time they are able to devote to certain tasks (i.e., whether they were retired or still worked full time), the average annual time commitment reported for the three-year term was as follows:

- President-Elect – 20% of working time
- President – 40% of working time
- Immediate Past President – 10% of working time

## How is CIA-related travel booked and covered?

When travel is required, Officers can book through our travel consultant. The CIA makes hotel bookings for CIA-organized events upon registration. Officers are responsible for booking their own accommodation for all other meetings. Please consult the [CIA Travel and Expense Policy for Volunteers and Staff](#) for details about expenses and costs as covered by the CIA.



*The Canadian Institute of Actuaries (CIA) is the qualifying and governing body of the actuarial profession in Canada. We develop and uphold rigorous standards, share our risk management expertise and advance actuarial science to improve lives in Canada and around the world. Our more than 6,000 members apply their knowledge of math, statistics, data analytics and business in providing services and advice of the highest quality to help Canadian people and organizations face the future with confidence.*