



CAS/SOA Joint Committee for Actuarial Career Encouragement Charter

PURPOSE/SCOPE

The purpose of the CAS/SOA Joint Committee for Career Encouragement and Actuarial Development (JCCEAD) is to promote the actuarial profession among students and educators and advise on and oversee career encouragement and inclusion strategies in line with the organizational strategies of both the Society of Actuaries (SOA) and the Casualty Actuarial Society (CAS), or “sponsoring organizations.” The JCCEAD will invest in resources and programs to achieve the most significant effect on career encouragement and inclusion for SOA and CAS candidates and prospective members in areas of awareness, recruitment, and advancement.

The JCCEAD will identify opportunities and issues related to career encouragement and inclusion within the two organizations and may recommend solutions to leadership or other committees of the SOA and CAS, respectively, for implementation. While career encouragement and inclusion initiatives on behalf of the profession will be pursued collaboratively through the joint committee, the establishment of the joint committee does not preclude either organization from pursuing its own career encouragement and inclusion-related initiatives.

AUTHORITY

Re-chartered in September 2025, the JCCEAD is a joint effort between the sponsoring organizations. Committee members and staff from both organizations work together to achieve the committee’s stated responsibilities.

The JCCEAD is an at-large committee of SOA and CAS volunteers. It also hosts a bi-monthly joint meeting of identity-focused affinity organizations.

The JCCEAD reports and makes recommendations to the leadership teams and/or Board of Directors (Boards) (see Appendix A) of the sponsoring organizations submitting to respective governance and legal processes, such as making committee appointments, adhering to volunteer agreements, anti-trust requirements, and others.

The JCCEAD Charter will be reviewed annually and updated as needed.

DATA HANDLING AND CONFIDENTIALITY

To support collaboration between the sponsoring organizations and protect shared information, the Committee and its members will adhere to the following principles:

Information shared among Committee members, staff, or volunteers shall be used only for official committee business and handled in a manner that protects the confidentiality and integrity of such information.

All materials and communications shall be maintained on approved systems of the CAS and SOA (e.g., official SharePoint, Teams, or email platforms) and shall not be stored or transferred to personal or unapproved accounts.

Committee members shall exercise reasonable care to protect any personal, volunteer, or organizational data shared in connection with Committee activities, in alignment with CAS and SOA information governance and privacy policies.

Confidential information shall not be disclosed, distributed, or posted publicly without authorization from both sponsoring organizations.

COMPOSITION AND TERMS

The JCCEAD at-large will consist of the following members:

- Two (2) co-chairs, one from each of the sponsoring organizations. Two (2) co-leads for each working group (as formed), one from each sponsoring organization.
- A Board or executive committee liaison from each of the sponsoring organizations.
- Three to seven (3-7) additional at-large members, chosen to represent the distribution of membership among the two sponsoring organizations. A maximum of one person who is not a member of either sponsoring organization can serve as an at-large member (e.g., inclusion experts from actuarial employers).

Terms begin and end with the latter of the two annual meetings of the two sponsoring organizations.

The respective JCCEAD co-chairs will be appointed in a manner to be determined by the leadership of each sponsoring organization. JCCEAD co-chairs, with input from sponsoring organization staff, shall make appointments of working group co-leads and at-large members. The deadline for recommendations is the latter of the two annual meetings of the two sponsoring organizations. Committee members may be removed, if necessary, according to the procedures of the sponsoring organizations.

Co-chairs will serve two-year terms, staggered to maintain continuity. These terms are in addition to the regular committee terms. If a co-chair's two terms as a member-at-large have already been exhausted, the co-chair will be invited to participate for one additional year in an advisory, non-voting capacity to maintain continuity.

A Board or executive committee liaison from each of the sponsoring organizations will be appointed annually in a manner to be determined by the leadership of each sponsoring

organization. The appointments will be made by the latter of the two annual meetings of the two sponsoring organizations.

At-large committee members will serve a three-year term and can be appointed to serve one additional three-year term. Terms will be staggered to maintain continuity.

Working groups will be established with specific areas of focus. The JCCEAD co-chairs, in consultation with the JCCEAD, will develop new working groups and disband working groups as appropriate. The JCCEAD co-chairs will appoint co-leads for each working group. Working group members will serve one-year terms and can be appointed to serve two additional one-year terms. Each working group's co-leads' terms can be served within the working group's terms defined here.

If a new member replaces a member who left mid-term, the time remaining in that term will not count toward the new member's term limits.

The committee strives to be diverse in geography, gender, race, ethnicity, religion, age, sexual orientation, gender identity or expression, physical or mental ability, military status, and national origin. Committee meetings and discussions should encourage the inclusiveness of ideas and thoughts.

In addition to the JCCEAD at-large meetings, the JCCEAD will host a bi-monthly meeting to foster community and understanding of opportunities for career encouragement with representatives from affinity groups, including but not limited to:

- Abacus Actuaries
- International Association of Black Actuaries (IABA)
- Organization of Latino Actuaries (OLA)
- Network of Actuarial Women and Allies (NAWA)
- Sexuality and Gender Alliance of Actuaries (SAGAA)
- South Asian Network of Actuaries (SANA)
- The Actuarial Foundation

REPORTING/KEY RELATIONSHIPS

The co-chairs will each report to the leadership of their respective organizations in a manner and frequency determined by each organization's leadership. The JCCEAD is expected to provide a report to each sponsoring organization's Board at least annually or more often as needed. This report may be included in or provided separately from reports on other Career Encouragement activities undertaken by the individual sponsoring organizations. See Appendix C for more details on reporting requirements.

RESPONSIBILITIES

The key responsibilities of the JCCEAD are as follows:

- Identify strategic approaches to increasing interest in the actuarial career and inclusiveness of the profession; Support programs to promote the actuarial career among students, educators, and career influencers in high schools, colleges, and universities, including the following areas of focus:
 - Program sessions and exhibiting opportunities about actuarial careers at conferences and programs focused on the JCCEAD audience,
 - Programs and services providing support to individuals interested in an actuarial career,
 - Volunteering time for mentorship, presentations, and exhibits where needed; and
 - Reviews and recommendations for updating the actuarial career website BeAnActuary.org.
- Engage with employers and actuarial associations to monitor career trends and target markets for recruiting candidates to the actuarial profession.
- Engage with high schools and universities to provide connections to services and programs to further establish a pipeline for students to actuarial science undergraduate programs.
- Develop short and long-term goals with metrics for success within each working group objective.
- Collect and communicate metrics on committee programs to measure efficacy, make future program decisions, and communicate with the sponsoring organizations.
- Explore and recommend new program ventures related to the purpose of the committee.
- Collaborate with partner organizations and affinity groups, such as but not limited to:
 - Abacus Actuaries
 - International Association of Black Actuaries
 - Organization of Latino Actuaries
 - Network of Actuarial Women and Allies
 - Sexuality and Gender Alliance of Actuaries
 - South Asian Network of Actuaries
 - The Actuarial Foundation
- Implement programs and campaigns through working groups and staff.
- Advise on best practices for each sponsoring organization to monitor candidate, member and leadership demographics related to inclusion.

The JCCEAD will meet in person and virtually as needed.

DATA SECURITY AND PRIVACY STANDARDS

To further safeguard information shared through JCCEAD activities:

Use and Purpose

Data collected, created, or shared in connection with Committee work shall be used solely for purposes consistent with the Committee's mission.

Security Measures

Each organization and its participants will apply reasonable security controls, including:

- Encryption for electronic communications and file storage where applicable.
- Password-protected access to Committee materials where applicable.
- Use of secure networks and up-to-date software when accessing shared systems.

Retention and Deletion

Records and files related to Committee work shall be managed under the records retention policies of each sponsoring organization. Personal copies or drafts should be deleted or transferred to official repositories once Committee work concludes.

Incident Reporting

Any suspected or actual unauthorized access, loss, or disclosure of Committee-related information must be reported promptly to CAS and SOA staff so that appropriate action can be taken.

External Collaboration

If the Committee partners with external organizations or programs involving student or volunteer data, the parties will ensure compliance with applicable privacy and student protection laws, as relevant.

Funding and Resources

The JCCEAD activities are funded by the sponsoring organizations based on a member-count ratio negotiated by the organization's finance departments annually.

Budget expenditure over the course of the year related to JCCEAD activities will be tracked and reconciled at the end of the calendar year. A reimbursement of the costs may be determined depending on the member-count ratio referenced above. The following year budget will be discussed and approved by staff at that time.

If a project is anticipated to exceed the agreed-upon budget amount, both organizations will need to approve the additional expenditures, either at the time of the spend or at reconciliation. See Appendix B for additional details on the Partnership Agreement and Cost Sharing.

Appendix A: Appointments, Reporting, and Terms

Position	Appointed By	Appointment Recommended By	Reports To	Length of Term	Reporting Requirements
Co-Chair (SOA)	SOA President	Previous Co-Chair; Board Partner	Leadership Team	2-year term. No renewal.	Consent report filed for each Board meeting.
Co-Chair (CAS)	CAS VP-Engagement	Previous Co-Chair, Leadership Development Working Group	CAS VP-Engagement	2-year term. No renewal.	Quarterly report to CAS VP-Engagement
Board Liaison (SOA)	SOA President	Previous Board Liaison; Board Partner	Leadership Team	1-year term. No renewal.	Consent report filed for each Board meeting.
Board Liaison (CAS)	CAS President	Previous Board Liaison	CAS President	3-year term. No renewal	
At-Large Members (SOA)	SOA Co-Chair	SOA Co-Chair	JCCEAD Co-Chairs	3-year term. Renewable once.	
At-Large Members (CAS)	CAS Co-Chair	CAS Co-Chair	JCCEAD Co-Chairs	3-year term. Renewable once.	

Appendix B

1. **The Parties' Joint Obligations:** The Parties will collectively be responsible.
 - a. Providing financial support for the JCCEAD and Be an Actuary.org website, and activities under that brand
 - i. Providing content for use on the website; and
 - ii. Branding of the website
 - iii. Staff support and outreach in recruiting volunteers for JCCEAD committee participation, and hosting monthly meetings, as determined at the beginning of each committee year.
 - b. Equal support for the Be an Actuary High School Days, with each organization providing staff support for an equal number of in-person Be An Actuary high school events.
 - i. Staff will lead the planning of a minimum of two Be an Actuary high school events with a mutually agreed upon host university. The "lead" organization on execution of the event will switch each semester, but the materials and planning will be jointly shared. Components to be provided include volunteer recruitment from both organizations (including recruiting from JCCEAD members), training of volunteers, promotion of events, curriculum of the event, and use of branding in promotional materials.
 - c. Logistics associated with any Be an Actuary sponsored exhibits – including:
 - i. Material shipping
 - ii. Promotional item orders
 - iii. Volunteer recruitment for other programs and events as needed, such as Be An Actuary-sponsored exhibits at conferences.
 - d. Identify staff liaisons to participate in the JCCEAD, including one primary staff liaison from each organization. No more than three staff from each organization shall participate.
2. **CAS Responsibilities:** The CAS shall be responsible for the following:
 - a. Hosting the Be An Actuary website; and
 - b. Providing maintenance and IT support related to the website.
 - c. Provide analytics on site performance and content engagement at yearly intervals.
 - d. Write copy as needed and seek approval on posted content from SOA.
 - e. Inform SOA of any proposals for vendor changes one year prior to changes in line with budget cycles (when feasible).
3. **SOA Responsibilities:** SOA shall be responsible for the following:
 - a. JCCEAD budget tracking and reconciliation at the end of each fiscal year
 - i. Draft budget creation for the following year
 - b. Facilitation of the Actuarial Exam Support Program (exam reimbursement program), including processing of all applications for reimbursement of Exam P and Exam FM.

- i. Yearly reporting on the applicant pool information, including selection criteria.
 - ii. Distribution of study material stipends to eligible applicants
4. **Expenses:** The implementation and maintenance costs (“Costs”) for JCCEAD activities will be shared between the Parties based on a member-count ratio negotiated by the organizations’ finance departments annually. Budget expenditure over the course of the year related to JCCEAD activities will be tracked and reconciled at the end of the calendar year. A reimbursement of the costs may be determined depending on the member-count ratio referenced above. The following year budget will be discussed and approved by staff at that time.

This includes:

 - a. Exhibiting at mutually agreed upon conferences, including shipping and distribution of materials.
 - b. Any sponsorships of high school summer programs
 - c. Costs incurred with Be an Actuary high school events.
 - d. The BAA reimbursement and stipend program
 - e. Any website-associated costs, including jointly made decisions on the BAA site.
 - f. Other costs associated with conducting joint business, including hosting the JCIED Symposium
5. **Trademarks:** Each party reserves to itself the ownership of, and the right to control the use of, its names, symbols, trademarks and service marks, presently existing or hereinafter established (hereinafter “Marks”), and no party may use the other party’s Marks without the other party’s prior written consent. Notwithstanding the foregoing, each party is hereby granted a limited, non-transferable, non-sublicensable license to use the other’s Marks solely for the purpose of promoting the website in marketing and promotional materials, including its own website.
6. **Ownership of Joint Content:** CAS and SOA will be considered joint owners of all copyrights or other intellectual property rights or other materials created for or used on the website (but not including copyrighted materials owned by others and used for the website under license) or created through the work of the joint committee. Each party may, at its own expense, use, duplicate, distribute, publish, or make derivative works based upon such website, without liability to the other parties and without payment or an accounting of profits to the other parties.
7. **Confidential Information:** Each party acknowledges that it may receive confidential information, including membership information, and other trade secrets (“Confidential Information”) from the other Parties while conducting the actions contemplated by this agreement. Each party, and its employees, contractors, consultants, and agents, will (a) safeguard the other Parties’ Confidential Information with the same degree of care that it uses to protect its own confidential information; (b) maintain the confidentiality of this information; (c) not use such information except as permitted under this agreement; and (d) not disseminate, disclose, sell, publish, or otherwise make available this information to any third party without the prior written consent of the relevant party.

Confidential Information shall not apply to any information that (a) is already lawfully in the receiving party's possession (unless received pursuant to a nondisclosure agreement); (b) is or becomes generally available to the public through no fault of the receiving party; (c) is disclosed to the receiving party by a third party who may transfer or disclose such information without restriction; (d) is required to be disclosed by the receiving party as a matter of law (provided that the receiving party will use all reasonable efforts to provide the disclosing party with prior notice of such disclosure and to obtain a protective order); (e) is disclosed by the receiving party with the disclosing party's approval; and (f) is independently developed by the receiving party without any use of Confidential Information. The parties will maintain the confidentiality of all confidential and proprietary information learned pursuant to this Agreement notwithstanding the termination of this agreement.

8. **Dispute Resolution**: Any and all claims, controversies or disputes between the parties arising out of this agreement or a breach thereof or otherwise relating in any way to the website shall be resolved through confidential, binding arbitration before a single arbitrator, such arbitration to be held in Chicago, Illinois, and conducted pursuant to the Commercial Arbitration Rules of the American Arbitration Association.

Appendix C – Jointly Sponsored Career Encouragement Activities (2025)

Be An Actuary Website – www.beanactuary.org is a website with general information about the actuarial profession, including guidance on how students and career changers can pursue an actuarial career and a listing of resources, such as scholarships, colleges and universities with Actuarial Science Programs, diversity organizations, and basic actuarial exam information. This website was last refreshed in August 2025.

Actuarial Exam Support Program – Exam reimbursement program for students and career changers who meet need-based eligibility criteria and have passed or received a score of 4 or 5 on actuarial exams 1/P or 2/FM. Recipients get reimbursed for exam fees and receive a \$150 study material stipend. In addition to jointly-funded reimbursements for the first two actuarial exams, CAS and SOA each separately offer similar reimbursement opportunities for additional exams within their respective pathways.

High School Be An Actuary Day events – Half-day, in-person events sponsored by the SOA and CAS, with the aim of exposing high school students to the actuarial career, through presentations, group discussion, and a math competition. These events are typically held onsite at a local university that has an actuarial science program. CAS and SOA volunteers participate, along with university staff and students.

High School Summer Actuarial Programs – CAS and SOA jointly provide partial sponsorship funding to several summer actuarial programs offered by external parties (mostly universities). CAS/SOA may send a volunteer to present a session. The host organization reaches out to the CAS and SOA to request sponsorship. In 2024, CAS and SOA jointly sponsored the following summer programs at:

- Illinois State University
- Morgan State University
- Howard University
- DePaul University

Be An Actuary Exhibit Booths – CAS and SOA jointly sponsor Be An Actuary branded exhibit tables at external events, with the aim of building awareness of the actuarial career among students, teachers, and counsellors. CAS and SOA volunteers (typically those who love local to the conference) help set up with booth setup and talk to attendees about the profession. In recent years, CAS and SOA have hosted booths annually at the following events:

- American Indian Science and Engineering Society (AISES) National Conference - October
- National Council of Teachers of Mathematics (NCTM) Annual Conference - October
- Out in STEM (oSTEM) Conference - October
- American School Counsellors Association (ASCA) Annual Conference - July
- Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS) National Diversity in STEM (NDiSTEM) Conference – October/November