What to Expect if Elected

Each section council of the Society of Actuaries (SOA) consists of 9 – 12 elected council members, a section specialist, and friends of the council. The number of members rolling off and new members joining a section council can vary, but typically three members of the council roll off and three new council members are elected to join each year.

Each year the SOA Sections and Practice Advancement team provides training for section council members (chair/vice chair, secretary/treasurer, editors and new council members) via webcasts and in person meetings such as the Council of Section Chairs held twice per year. Individuals who have never volunteered with the SOA before will be asked to complete a 12-minute online Volunteer Orientation Course. The SOA also provides the Section Council Best Practices Handbook as a "go-to" reference for questions that arise regarding section operations.

The current section structure is under review and a new structure will be piloted in late 2021-2022 for select sections. Sections council members whose section participates in the pilot will have a role within the new structure. If your section does not participate in the pilot and you are elected to the section council, there will be no change in sections council responsibilities. If the pilot is successful and all sections migrate to the new concept all section council members will have a role within the new structure.

Council member duties:
- Attend and participate in monthly council calls; review the agenda and all background documents prior to the call
    - Time commitment: 60 to 90 minutes per month
- Attend and participate in face-to-face meetings
    - Time commitment: usually one day meeting (some councils have more than one face-to-face meeting each year or meet for more than one day)
- Participate in polls and/or votes in a timely manner
    - Time commitment: a few clicks to indicate calendar availability or Yes/No vote on a specific topic
- Volunteer for additional council tasks and roles
    - Time commitment: varies depending on the project or role
- Actively participate in all council discussions

Roles within the section council:
- **Chairperson**: Elected by the council, the chair serves as the main contact to the wider SOA, develops meeting agendas, vets and fills council openings, manages performance and attends the SOA Council of Section chairs meeting twice each year.
- **Vice Chair**: Elected by the council, attends the SOA Council of Section Chairs meeting twice a year and is typically elected as the next chair. This individual may be asked to lead the call if the chairperson is unavailable.
- **Secretary/Treasurer**: Elected by the council, the person in this position takes council notes during calls and meetings, finds volunteer replacements in case of absence, reviews financial

statements as prepared by SOA staff, reports financials to council and develops the annual section budget.

- **Council Members**: Elected by the section members (unless appointed to fill a vacancy.) Council members are responsible for an annual plan of work. They must prepare and participate in most council calls and face-to-face meetings; have a fiscal responsibility for using section resources wisely; and comply with the SOA Volunteer Agreement.

Other Council Activities You May Be Asked to Help With

Section Publications and Communications

- **Newsletter Editor/Co-Editor**: A section member is chosen to solicit article submissions, write and edit articles, create metadata and work with SOA staff on final editing and production.
- **Blasts/Bulletins**: The chair or designee writes the content, which is then sent to section members by SOA staff.
- **Surveys**: Section councils may poll their section members about member satisfaction every two to three years. Interim surveys may be conducted on hot topics or professional development issues.

Content Creation

- **SOA Meetings Contributor**: Section contributors submit potential session proposals on behalf of the section for the various SOA meetings throughout the year. Identify the current and interesting topics and coordinate the creation of these sessions if selected.
- **Webcast Coordinator**: Most sections sponsor webcasts throughout the year on areas of interest for their section members. The coordinator makes sure things keep to the time schedule, recruit speakers, and provide the information for marketing the webcast.
- **Podcast Coordinator**: Many of the sections record podcasts which are 10- to 20-minute audio recordings. Often podcasts are an interview with one or more topic experts.
- **Section Webpage Coordinator**: The section pages on the SOA website are constantly being updated to highlight the most current and up to the minute topics for their section members.

Social Networking

- **LinkedIn Coordinator**: Some sections may have LinkedIn groups, where members post relevant discussions. The coordinator monitors this page and posts topics on a regular basis.

Miscellaneous Activities

- **Practice Research**: Some sections have liaisons who participate on SOA research committees and report back to their councils. Some section council members become Project Oversight Group (POG) representatives.
- **Intellectual Capital**: Many sections host calls for papers, contests, and other competitions within the section, which all require coordination.
- **Volunteer Liaison**: The SOA has a volunteer database which includes volunteer positions for the entire organization. Sections have liaisons who input the information when the section has a volunteer position opening. They will also be responsible for communicating with anyone who volunteers for one of these positions.
- **Subgroup Leadership**: Some sections have subgroups and a council member may become the leader of one of these groups.