

Committee Planning and Reporting

THE ACADEMY HAS A FORMAL PLANNING AND REPORTING PROCESS to assist committee chairpersons in structuring committee activities and facilitating their interface with the practice councils. Likewise, the process assists the Board of Directors and Executive Committee in monitoring committee effectiveness and resolving any policy issues that may arise. Documents produced in the process are used by staff to inform the membership of committee activities.

Committee chairpersons should submit or discuss a committee plan with the appropriate vice president at the beginning of the Academy year.

The plan should be discussed with the committee and may include the following:

- ▶ An outline of anticipated committee goals and activities for the coming year.
- ▶ Highlights of anticipated statement activity, anticipated standards activity, or other public interface activity.
- ▶ Other matters, at the discretion of the chairpersons.

Committee chairpersons are expected to give the applicable vice president and policy analyst copies of agendas and minutes of committee meetings and other committee communications during the course of the year. The vice president may also request that others receive copies of the materials.

Staff Support Coordination

Academy staff offers support for committee activities wherever possible, subject to constraints imposed by available resources and competing priorities. In the past, such staff support has varied substantially from committee to committee. Chairpersons who perceive that their needs for staff support are likely to change materially from the recent past are encouraged to discuss requests with their staff liaison and the director of public policy, if appropriate, to aid in scheduling and allocating staff resources. If there are any overall problems with staff support, they should be raised with the executive director and/or vice president.

Professionalism Considerations

MANY OF THE ACADEMY'S ACTIVE MEMBERS focus their volunteer efforts on public policy or communications efforts, and they may consider professionalism a separate area of Academy activity. However, just as professionalism is essential to actuarial work, it is integral to the Academy's public policy and communications activities.

Some of the areas where professionalism and public policy or communications interrelate are:

- ▶ proposed laws
- ▶ amicus curiae briefs
- ▶ presentations
- ▶ committee work
- ▶ seminars
- ▶ support to the Council on Professionalism

Proposed Laws

Many proposals for new or revised statutes or regulations involve issues of actuarial conduct, practice, or qualification. For example, a proposed statute might call for an actuary to reveal what would otherwise be confidential information. A draft regulation might call for an actuarial certification without requiring the certifying actuary to be a member of the Academy and therefore subject to the qualification standards.

Please keep professionalism issues in mind when reviewing proposals for new or revised laws and feel free to contact the Council on Professionalism for assistance in addressing the professionalism aspects of those proposals in comment letters or testimony.

It is also important that Congress, state legislators,