

Internet Tools for Leadership Groups

ACADEMY LEADERSHIP GROUPS—councils, committees, task forces, work groups, etc.—can use three main Internet communication tools to facilitate their work: controlled-access list serves, SharePoint sites, and web pages.

List Serves

A list serve is an e-mail-based tool. It uses a controlled-access list to allow a group to easily exchange messages between individuals or among the entire group. The Academy's controlled-access lists are maintained by Academy staff. <http://lists.actuary.org/read/> is the web interface for all Academy list serves. We suggest you bookmark it for quick access.

POLICY

Access to an Academy list serve is restricted to members of the leadership group and to appropriate Academy staff. Access can be given to other appropriate individuals (such as interested parties) upon authorization.

The senior Academy officer (president, vice president, secretary-treasurer, as appropriate) may delegate the authority to approve additions to the list serve to the chairperson of a committee, task force, or work group under his or her authority.

An Academy leader shall have access to the list serve being used by the leadership groups under his or her authority, if he or she so chooses.

PROCEDURE

The assistant director for technology will work with the designated Academy leader and other staff to create the list serve, establish the security system, notify members of the leadership group when the list serve has been approved for implementation, and maintain the master list.

SharePoint Committee Websites

SharePoint is a web-based collaborative tool for Academy committees and leadership groups. SharePoint provides a single workspace for committees to share and organize documents, coordinate schedules, and view archived e-mail list serv discussions. SharePoint websites

are maintained by the Academy and the main site can be accessed at <http://share.actuary.org/>.

POLICY

The designated Academy staff will decide whether a committee needs a SharePoint website. Access to SharePoint websites is restricted to members of the committees and appropriate Academy staff. Access can be given to other appropriate individuals (such as interested parties) upon authorization.

PROCEDURE

The manager of web operations will work with the designated Academy staff to create the SharePoint website, notify members of the committee when the site has been created, and maintain the member list for access to the site.

Web Pages

Web pages for leadership groups are accessed by individuals authorized through a controlled list. They can be used to post current versions of working documents, detailed calendars, agendas and minutes of meetings, and lodging information; to archive e-mail discussions; etc.

POLICY

The appropriate senior Academy officer, or his or her designee, will decide whether a leadership group needs a controlled-access web page. Access will be restricted to members of the leadership group and to appropriate Academy staff. Access can be given to other appropriate individuals (such as interested parties) upon authorization.

The senior Academy officer of a leadership group (president, vice president, secretary-treasurer, as appropriate) may delegate the authority to approve additions to the controlled-access web page to the chairperson of a committee, task force, or work group under his or her authority. Academy leaders shall have access to the controlled-access web pages being used by the leadership groups under their authority, if they so choose.

PROCEDURE

The senior Academy officer, or his or her designee, will inform the web developer that the group wants to establish a controlled-access web page.

The web developer will work with the Academy leader and other staff to create the web page, establish the security system, notify members of the leadership group when the web page has been approved for launch, and administer the access list.

It will be up to the designated Academy leader to es-

tablish with his or her group's staff liaison the protocol for posting the group's information on the web page. The protocol will be reviewed by the director of public policy, the technology manager, and the general counsel to ensure that it is in compliance with the Academy's procedures and legal requirements.

(Note: These policies and procedures do not cover such controlled-access electronic Academy products as the P/C Loss Reserve Manual, Life and Health Law Manual, and Academy Alerts.)

Public Policy Decision Model Application Guide

Introduction

This decision model is intended for use in the process of developing and disseminating public policy statements on behalf of the American Academy of Actuaries. Some of its criteria are mandatory and some are discretionary but, in all cases, the model should be applied with common sense.

The model is in the form of a series of questions. Each question and the subject it represents should be considered in the development of public statements. The model will be useful throughout the development of statements and should be specifically applied by the individuals responsible for final approvals of statements. It is meant to complement but not replace the "Guidelines for Making Public Statements" (page 97) of the Academy. It should help assure the intents of the guidelines are fulfilled but does not address the processes delineated in the guidelines.

Structure and Application

The model consists of five levels (categories) of questions. The five levels are named qualifiers, clarifiers, justifiers, implementers and screeners. In each level there is an overarching question intended only to help describe the context of the level. None of the lists is necessarily exhaustive, so for a given application, other appropriate questions may surface. If so, they should be document-

ed. Each level and its application are explained below.

LEVEL ONE—Qualifiers

Qualifiers identify threshold conditions that must be met in order to start development and must be met throughout development. Each question must have "yes" as an answer. If, at any point in the development, conditions change so that any one of these questions has an unsatisfactory answer, the project should stop.

LEVEL TWO—Clarifiers

Clarifiers are focusing questions that address conditions that must be met at the time of release of a public statement but which do not need to be fulfilled at the outset. They are objectives to work toward during development. Work should not even start without belief that the objectives implied by the clarifiers can be met. In that sense, the level also serves as a qualifier.

LEVEL THREE—Justifiers

A "yes" answer to any one of the justifiers is adequate to start a project and keep it going. The justifiers serve to help determine and define a focused purpose for a statement. When a project has more than one positive response (normally a good thing), care should be taken to avoid trying to do too many things or satisfy too many audiences in a single statement. The category itself is both a qualifier and a clarifier.