



## 2007-2008 ASNA/ANEA Committees

- **Convention:** Organises facilities, activities, sponsors and speakers for the annual convention. Works with Finance on budgeting and registration and Publicity on advertising and the convention program.
- **Finance:** Responsible for budgeting, regular financial reporting to the Executive, auditing and convention registration. The head of the committee is the Vice-President Finance.
- **Publicity:** Prepares advertising material and programs for the convention. Supervises the design, production and delivery of convention shirts and speaker gifts.
- **Website:** Maintains and improves the ASNA/ANEA website. Updates the site with content from other committees including Convention, Publicity, Magazine, Education and Employers. The head of the committee is the ASNA/ANEA Webmaster.
- **Communications:** Monitors the main email address and distributes messages to relevant committees. Responsible for the online discussion group and calendar and any other communications tools. Maintains the delegate contact list.
- **Alumni:** Maintains contact with former delegates and provides updates on association activities. Solicits interest in providing interviews for the Magazine committee and speaking at the convention.
- **Translation – English:** Receives all English documents for proof reading. Documents in need of translation are then forwarded to the French Translation committee.
- **Translation – French:** Receives all French documents for proof reading. Documents needed in English are translated then forwarded to the English Translation committee for proof reading.
- **Magazine:** Produces regular magazine-style content (interviews, features, etc.) for the website. Members of the committee are given first option at being the Future Actuary Representative.
- **Education:** Produces information regarding the SOA and CAS education systems for the website. Examples include registration deadlines and exam dates, study material reviews and vendors, and changes to the systems.
- **Employers:** Compiles and maintains a list of Canadian and American actuarial employers for the website. Solicits employers from members and alumni.
- **Expansion:** Works to create links with Canadian universities and their student organisations that lack an official actuarial science program, but do offer relevant or VEE approved courses. Expansion into the U.S. is on hold at this time.