



Institute
and Faculty
of Actuaries

The Institute and Faculty of Actuaries International Student Consultative Forum

Background

The Institute and Faculty of Actuaries (IFoA) formed an International Student Consultative Forum, in November 2015. The purpose of the forum is to give our international student members a channel of communication and the opportunity to feedback to the IFoA Executive Team on aspects of the student examination process, as well as the operational aspects of the services we provide.

By working together members of the forum will engage in a two-way open and transparent communication process, in its representation of students.

We are currently seeking to recruit volunteer members to undertake the role of International Student Consultative Representative.

“Task” and “Person” Specification:

“Task” Specification

Each member of the forum will be asked to deliver on the following tasks:

- work with the IFoA and other forum members across time zones to help shape the future of our exam process and structure
- be available to participate in two meetings a year (usually held in May and November)
- have a pro-active approach when communicating with students, particularly with feedback from the meetings for individual questions raised
- be a confident spokesperson on behalf of international students
- be prepared for forum meetings with feedback from students in your geographical area.

Tenure

Two years, or until the individual transfers to Fellow, whichever is the sooner.

Time Commitment

There will be two meetings a year. Typically held in May and November, each meeting will last no longer than four hours.

The meetings are facilitated via an online conferencing platform, and will be held at the least anti-social times for the majority of attendees.

There is likely to also be an additional four to six hours a year required for preparation for the meetings and for liaising between meetings with the IFoA.

“Person” Specification

Each volunteer member of this forum will be required to be:

- a student member of the IFoA
- a good communicator
- someone with a good network of contacts with other students in your geographical area
- someone who is willing to communicate with students and the IFoA direct
- willing to engage in a collaborative working relationship with the IFoA and other forum members
- willing to act as a spokesperson on behalf of international students.

In return, each volunteer member of the forum will receive the following benefits from volunteering to join the forum:

- acknowledgement of your involvement as your name will be published on our website as a member of this forum and as a 'point of contact' for the International Student Consultative
- the pleasure of knowing you have made a difference for other students
- knowledge that your voice, and the voice of other students in your geographical area, has been heard
- the opportunity to represent a cohort of students collectively
- the opportunity to keep abreast of future development in the delivery of the IFoA's examinations
- reciprocal exchange of information
- contribute to addressing and fixing concerns raised by students
- working together in shaping the future of the IFoA exam process and structure
- collaborative working with IFoA Executive staff and other forum members across the world to help shape the future of the IFoA exam process and structure.

January 2016