



Institute and Faculty of Actuaries

Our pioneering 400 Club – volunteer members

Background

The 400 Club is an Institute and Faculty of Actuaries' (IFoA's) initiative: it is an online feedback group made up of 400 volunteers. These individuals (student members and qualified members) represent the entire membership body.

The 400 Club helps us to track progress against our strategic objectives and future plans.

One of the key elements of the IFoA's strategy is "to offer excellent support that meets members' varied and evolving needs". As part of this drive for excellence, the 400 Club was established in December 2011. IFoA Directors, Council, and Management Board value this feedback. Results of each survey are shared with all 400 Club members and are also available to all IFoA members through the [Feedback Reports](#) in the members' area of our website. (Remember you will need to login to view these reports.)

“Task” and “Person” Specification

“Task” Specification for volunteer members of the 400 Club

The commitment is not onerous. Once appointed to the 400 Club, you will:

- receive an online survey approximately six times during each Sessional year (the Sessional year runs from end August to end June)
- be asked to share your views on a broad spectrum of issues which are relevant to all members and to the profession as a whole
- have between two and three weeks to complete each online survey.

It is important to us that all 400 Club members provide feedback to each of the surveys, so:

- we will keep a note of responses and if you have not responded we will remind you (we hope this will be helpful to you)
- if you ever have to miss a survey, please let us know, as soon as possible

If your circumstances change

We understand that a member's circumstances can change, and this may mean you are no longer able to complete the surveys. Please contact us as soon as possible if you find yourself in this situation, so we can look at the best way forward. We do not wish to lose volunteer members of the 400 Club but it is very important to us that we receive as high a response level as possible to all surveys. If you have missed two consecutive surveys and we have not heard from you, we feel it is only fair to offer your place to another member on our reserve list. If these circumstances arise, we hope that you will consider volunteering to re-join the 400 Club in the future.

“Person” Specification

To be a 400 Club volunteer you must be:

- a member of the IFoA (all membership categories are requested to volunteer)
- keen to share your views and help shape the future of the profession
- willing to find time to complete each survey.

Time Commitment

Surveys normally take between ten to 30 minutes to complete. Occasionally they may take longer if they are accompanied by a short report or paper which you will need to read prior to completing the survey.

Tenure

Once appointed to the 400 Club you can stand down at any time, however, for continuity we hope you will remain part of the 400 Club for a period of three years running from the December immediately after you have been appointed as a 400 Club volunteer.

What happens if I wish to continue?

At the end of your tenure, if you have enjoyed volunteering in this way and would like to remain part of the 400 Club, we will be delighted to add you to our 400 Club reserve list. This ensures other IFoA members have the opportunity to get involved too (should there be a waiting list). However, we will hope to bring you back into the 400 Club as soon as we possibly can and in many cases this may be instantaneously, without any break in tenure.

In return, 400 Club volunteers will be:

- given the opportunity to help shape the way the IFoA interacts with its members
- given a real chance to get your voice heard.

[Read what some members of the 400 Club have said about being involved.](#)

Claiming CPD

For the most part, you are being asked to provide your personal opinion.

However, if you are asked to undertake reading before completing a questionnaire and you intend to use the time spent on this activity when recording your CPD, remember it must be relevant to your work or role and address a personal development need. You should record an appropriate learning outcome. This is in accordance with the [CPD Scheme](#).

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