



Institute
and Faculty
of Actuaries

The Institute and Faculty of Actuaries

“Task” and “Person” Specification: **Resource and Environment Research and CPD Sub-committee Member**

The [Resource and Environment \(R and E\) Research and CPD Sub-committee](#). The committee oversees research in the Resource and Environment (R and E) practice area, supports member-led working parties, ensures a variety programme of R and E events and oversees the [R and E Member Interest Group](#). Volunteers will have the opportunity to shape and drive actuarial research, contribute to CPD provision and lifelong learning, and develop their own expertise within the R and E field.

“Task” Specification

Committee members will, between them:

- identify current and future research and CPD needs on R and E topics
- provide advice and guidance on research and CPD matters in their specialist fields
- initiate, support and oversee member-led R&E working parties
- work with IFoA staff to commission, oversee and review external research on R and E Topics
- help to disseminate R and E research within the profession, ensuring its accessibility and uptake
- facilitate cross-practice collaboration on relevant topics
- facilitate knowledge-sharing between actuaries and external experts, including building links with relevant organisations
- plan, develop and help to deliver a varied R and E events and CPD programme, including sessions at relevant IFoA conferences
- oversee the R and E Member Interest Group, including its provision of CPD opportunities through its study groups and online community.

Volunteers will be expected to lead a small number of activities on behalf of the committee, such as ‘shadowing’ a working party or organising an event, and provide updates at committee meetings. They will also be expected to contribute to committee discussions, both at and in between meetings, and follow up on actions as required. Members will be asked to review documents from time to time, for example research proposals, working party reports, event outlines and marketing material for events.

Those committee members who shadow working parties will need to keep in regular contact with working party chairs to ensure research is moving along and offer support and assistance where necessary. Those committee members who organise events will need to liaise with IFoA staff and speakers to ensure the event is planned, promoted and delivered well.

Tenure

This appointment is for a 3 year period.

Time Commitment

1 to 1.5 days per month, including participating in bi-monthly meetings of 2-2.5 hours which are currently scheduled for the second Tuesday of even months, starting at 15:00 UK time.

Meetings are usually held at the IFoA's office in London, but attendance via conference call is encouraged to enable members based outside the UK and those members who are located in the regions of the UK to also be involved.

“Person” Specification

Committee members will ideally have:

- a strong interest in R and E and broader sustainability issues, and how they impact the financial sector
- prior knowledge of sustainability topics and their implications for actuarial work
- enthusiasm and commitment to developing actuarial research and/or CPD opportunities on R and E topics
- experience of leading and/or overseeing research, preferably within the IFoA working party model, or experience of designing, planning, promoting and delivering events
- skills and experience which enable them to make valuable contributions to committee discussions
- a good network of relevant contacts, both within and beyond the profession
- a desire to foster a sense of community amongst members of the committee and to deliver outputs which benefit IFoA members in the UK and internationally.

In return, the volunteers will:

- further develop their knowledge of R and E topics and their network of contacts across the industry
- have the opportunity to receive CPD for services for the profession (see below)
- be provided with excellent professional management support and assistance as required (from the IFoA Executive team)
- have the satisfaction of knowing they have helped to equip actuaries with the knowledge and skills to incorporate R and E considerations into existing areas of actuarial practice, apply actuarial skills to R and E topics, and speak out on R and E matters in the public interest.

Claiming CPD

If 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](#).

February 2018