The Institute and Faculty of Actuaries

Student Consultative Forum Representative – representative with specific responsibility for representing the Glasgow Actuarial Student Society

Background

The Institute and Faculty of Actuaries' (IFoA's) Student Consultative Forum was formed over 15 years ago. Its function is to give our student members a communication channel to feedback to the Education Executive staff on aspects of the student examination qualification exam systems and experience throughout the year. This original Student Consultative Forum focuses on members based in the UK. A new International Student Consultative Forum has also been formed.

The membership of the forum comprises of:

- representatives from the IFoA's Education Committee
- Chair of the IFoA's Board of Examiners
- members of the IFoA's Executive staff
- Regional Society Student Representatives from within the UK
- a representative from ActEd
- The Actuary magazine student page editor.

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

"Task" and "Person" Specification:

"Task" Specification

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

- to collaboratively and pro-actively work with the Education Executive staff and other forum members to help shape the future of the IFoA exam process and structure and to specifically review and make suggestions to help the IFoA to continually strive to ensure we are providing students with special requirements with appropriate access and support
- be available to participate in two meetings a year (May and November) either in person or by dialling in by conference call
- to canvas feedback from other students to bring to the forum
- to willingly be a spokesperson on behalf of students with disabilities and to pro-actively seek and share their feedback, with this forum
- to liaise with and work collaboratively with any other forum member who may be based in your geographical area and to come to the forums armed with feedback from students.

Support at the outset of joining this group:

You will have the opportunity to speak to the Registrar and/or a UK Student Consultative Representative based in or near your geographical base, to discuss:

- what the role would encompass
- advice on how to involve other students and how to tell them that you are representing them and their views. This will include helpful suggestions as to ways to canvass and capture feedback
- access to the UK student consultative forum minutes of previous meetings to provide a helpful guide on topics discussed during the previous 12 months
- access to the IFoA's volunteer induction pack (VIP) which provides useful guidance and support.

Tenure

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

Time Commitment

There will be two meetings a year, one in May and one in November. The duration of each meeting will be 4 hours. Conference call facilities are available if required.

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's Executive team.

"Person" Specification

Each volunteer member will be required to be:

- a student member of the IFoA based in the UK
- a good communicator
- someone who is willing to pro-actively canvas views and feedback from other students and to share that feedback at the forum
- willing to engage in collaborative working relationship with the Education Executive staff and other forum members
- willing to make suggestions and help find solutions.

For this particular vacancy the volunteer will also require to be someone who lives or works in Scotland in the Glasgow area and who is already or will become part of the Glasgow Actuarial Student Society (GASS).

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 Student Consultative Forum in the UK
- the pleasure of knowing you have made a difference for other students
- knowledge that your voice, and the voice of other students has been heard
- opportunity to represent a cohort of students collectively
- 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 the Education Executive staff and other forum members to help shape the future of the IFoA exam process and structure.

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