



# Institute and Faculty of Actuaries

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### Asia Conference Programme Committee 2018

The Institute and Faculty of Actuaries (IFoA) is hosting the next Asia Conference in Bangkok on 15 and 16 March 2018. The aim is to produce a premier event for our members and stakeholders based in the region. We are seeking proactive, innovative volunteers to join this committee to work with the IFoA's Executive staff and to help shape the content and theme of the programme.

The organisation of the conference will be handled by our experienced event management team and we are seeking to appoint a Chair, four Deputy Chairs, plus another four volunteer committee members to work with this team to input into the content, theme and speakers for this event.

There will be five/six meetings of the Conference Programme Committee, via conference calls. The first meeting will be held during the first half of June 2017. It will be attended by Caryn Chua, the IFoA's representative in South-East Asia, and Amanda Davey, Head of Events at the IFoA.

### “Task” and “Person” Specification:

#### Candidates will ideally:

- be based in South-East Asia, or have substantial experience working in this region
- have an excellent awareness of relevant hot topics, particularly in the areas of Life Insurance, General Insurance, Investments/Risk and Healthcare/Benefits
- be a member of the Institute and Faculty of Actuaries. We are primarily looking for Fellows and Associates, however, we want to capture all views and a place on the committee may be awarded to a student member who can demonstrate they have relevant experience and ideas for the programme
- have a desire to help shape this 2018 conference into a relevant information resource and networking platform which is deemed to be a success, and which has delegates wishing to sign up to a 2019 conference
- be able to attend the first meeting in June by conference call
- be able to dial in to attend the four/five subsequent meetings, throughout the year. The format and agenda for each meeting will be set and issued, in advance
- be able to devote time equivalent to one to two working days per month, including following up on actions to meet event schedule deadlines and to attend committee meetings (via conference call) - especially in the first six months when planning is at its most intense
- join committee meetings armed with ideas for current hot topics, themes and content and ensure deadlines and commitments are met in between meetings
- help source and suggest outstanding plenary speakers/speakers for the workshops
- assist in identifying sponsorship opportunities
- act as ambassadors for the conference to the wider actuarial and financial community
- be able to meet strict project deadlines
- be willing to seek feedback/input from colleagues and peers in relation to ideas for the conference and to encourage members to attend
- be able to attend the conference and be willing to take their turn to act as the Chair of a workshop/plenary at the conference.

### In return, the volunteers will:

- receive a discounted delegate rate for their attendance at the conference in 2018. This discounted rate is awarded at the IFoA's discretion. Further details will be confirmed by the Head of Events or an IFoA Event Manager
- be provided with (from the Executive team) excellent professional event management support and any assistance required and will be able to enjoy the satisfaction of knowing that they have helped shape the 2018 conference
- if asked to chair a workshop/plenary at the conference, be offered guidance and support as to best practice
- have their name, and their employer's name, promoted on the Committee Members list in the conference programme and on our website
- have the opportunity to claim CPD for some of the activities associated with this role if they meet the criteria set out in the CPD Scheme.

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.

### Tenure

All appointments to this committee are for one year.

### Role of the Chair and Deputy Chairs

The IFoA is seeking to appoint an experienced, proactive and innovative volunteer to take on the role of Chair of this important conference, our first in Bangkok. This volunteer will be a Fellow of the IFoA and ideally have a good industry profile and an excellent network of contacts in the region. They will be someone who feels able to take an overview of the content for the entire conference, to ensure we are selecting the right topics and the right blend of topics. This volunteer will also be someone who is keen to work closely with the IFoA's Executive staff and to lead the committee. In addition, they will be someone who is interested to help shape and drive forward this committee to ensure the 2018 conference is a successful one with sustainability for the future.

In addition, we are also seeking to appoint four Deputy Chairs and four committee members. Each Deputy Chair, supported by one committee member, will be responsible for one of the following conference strands:

- Life Insurance
- General Insurance
- Investments/Risk
- Healthcare/Benefits.

In addition to the tasks previously mentioned, the Deputy Chairs will also specifically be tasked with leading their conference strand and making sure we are securing the right quality and mix of speakers and topics in this area.

### March 2017