



Continuous Mortality Investigation

Institute and Faculty of Actuaries

Deputy Chair of the CMI Executive Committee

The Continuous Mortality Investigation (CMI) seeks to produce high-quality impartial analysis, standard tables and models of mortality and morbidity for long-term insurance products and pension scheme liabilities on behalf of subscribers and, in doing so, to further actuarial understanding. The CMI's work is undertaken within a UK private company – CMI Limited – which is wholly owned by the Institute and Faculty of Actuaries (IFoA). [More information on the CMI's work is available via the IFoA's website.](#)

The CMI is seeking to appoint an experienced, proactive and innovative volunteer to take on the role of Deputy Chair of the CMI Executive Committee which oversees the work of the CMI (on behalf of the directors of CMI Limited). We are looking for a volunteer with a high level of interest in mortality and morbidity research, and a commitment to continue the long-standing work of the CMI. It would be desirable if the volunteer is already active in this research area, and free of any commercial conflicts; **experience of working on similar boards or committees may be an advantage.** This volunteer is likely to already have a good industry profile and an excellent network of contacts. They will be someone who is keen to build on the excellent work already underway and have a real desire to lead and influence the outputs of the CMI. A willingness to engage with the CMI's stakeholders, and enthusiasm to further the research aims of the CMI and the IFoA, are essential attributes.

It is hoped that the Deputy Chair will be in place by July 2017 with a view to progressing to the role of Chair in mid-2020.

“Task” Specification

As well as tasks which the CMI Executive Committee members are asked to undertake, the Deputy Chair will also specifically be asked to take on the following tasks to help the Chair and to aid the transition into the role of Chair in due course; including:

- using the time in post to shadow the Chair and to prepare and make plans for their time as Chair;
- in agreement with the Chair, taking responsibility for overseeing and driving forward at least one specific responsibility of the Committee, which would normally fall to the Chair to deliver; and
- acting as Chair at meetings in the Chairs' absence. As such, on occasion, this may require the Deputy Chair to “stand in” at short notice.

Reporting:

The Deputy Chair of the CMI Executive Committee will report to the Chair and the Directors of CMI Limited.

Tenure

This appointment as Deputy Chair is for three years and will commence during 2017. It is hoped that the appointment will be made early in 2017.

Time Commitment

This would equate to approximately half to one day per month. The majority of the time commitment can be carried out at a time and day that best suits the volunteer but attendance would be required at four meetings per year which are three hours in length. Meetings are generally held in central London. Attendance can be by conference call but it is hoped that the Deputy Chair would attend in person for most meetings. Dates of the meetings are provided well in advance.

Correspondence address: Cheapside House, 138 Cheapside, London, EC2V 6BW

Tel 020 7776 3820 Fax 020 7776 3810 Web www.cmilimited.co.uk Email info@cmilimited.co.uk

Continuous Mortality Investigation Limited (“CMI”) is registered in England & Wales (Company number: 8373631) with its Registered Office at: 7th floor, Holborn Gate, 326-330 High Holborn, London, WC1V 7PP

“Role of the Chair”

The appointment of Deputy Chair is regarded as an excellent opportunity to prepare for, and become Chair, in line with succession planning. As such, the Deputy should be mindful of the [Terms of Reference](#) for the CMI Executive Committee and its reporting structure. The Task and Person Specification for the Chair is available if a potential volunteer would like to view it.

“Person” Specification

The Deputy Chair will be selected by a small panel comprising the incoming Chair, other members of the CMI Executive Committee and the Directors. Approval will be required by the Directors. He or she will require to be someone who:

- is a Fellow or Associate of the IFoA with at least three years post qualification experience;
- has an excellent network and profile in the Life Insurance and/or Pensions area;
- is able to chair a meeting effectively and ideally has acted in the role of chair on another IFoA committee or working party;
- has a high level of interest in mortality and morbidity research and the role of the CMI;
- has a collegiate approach and a desire to foster a sense of community amongst members of the CMI Executive Committee and to deliver a service which benefits CMI subscribers and the IFoA;
- will ensure the Terms of Reference and the agreed objectives are at the focus of activities and that the CMI Executive Committee is supporting the CMI’s strategy;
- will aim to network on behalf of the CMI to keep abreast of emerging issues, including horizon scanning and ‘hot topics’ of relevance to the CMI; and
- will be able to effectively delegate tasks to other members of the CMI Executive Committee and to the CMI Secretariat.

In return, the volunteer will:

- be able to influence and contribute to the work of the CMI at a policy level;
- be provided with excellent professional support and assistance during your tenure on the CMI Executive Committee;
- further develop an effective network of contacts across the industry; and
- 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.

November 2016