



The Disciplinary Board of the Institute and Faculty of Actuaries

Lay Chair – paid role

The Disciplinary Board has authority delegated from the Council of the Institute and Faculty of Actuaries (IFoA) for the operational management and strategic oversight of the Disciplinary and Capacity for Membership Schemes, as detailed in its [terms of reference](#)

The Disciplinary Board comprises up to nine members appointed by the Disciplinary Appointments Committee; three of whom are Lay members, one of whom shall be nominated as Chair, and six Fellow Actuary members. Board members are appointed by the Disciplinary Appointments Committee for a term of three years. That role may be renewed for a further three years only, subject to appraisal and review by the Disciplinary Appointments Committee, on a discretionary basis.

[Read more about the Complaints and Disciplinary Process](#)

The Disciplinary Appointments Committee seeks expressions of interest for a Lay Chair on the Disciplinary Board with experience of professional regulation and disciplinary proceedings internationally. The IFoA will conduct a review of the Disciplinary and Capacity for Membership Schemes during the tenure period and is therefore especially interested in applications from individuals who have been involved in reviewing and advising on other regulators' codes of conduct, rules and regulatory and disciplinary processes, particularly those with global regulatory experience.

Time Commitment

There are four meetings of the Disciplinary Board held per year, typically three in London and one in Edinburgh. The working party to review the Disciplinary and Capacity for Membership Schemes is likely to meet bi-monthly. The time commitment is approximately one day for each Board meeting and perhaps one further day each month. Work in the working party would be additional if the Chair were a member of that group. As the supporting executive team is small, an ability to work independently is necessary.

Remuneration

The role is remunerated in line with Ministry of Justice rates for court and tribunal appointments. This is currently £988.22/day and is reviewed annually. Any expenses incurred in the role are recoverable from the Institute and Faculty of Actuaries in line with IFoA policies.

Specific Duties for 2019-2022 include:

Chairing Responsibilities	<ul style="list-style-type: none">• Effective leading of the Disciplinary Board, including chairing Board meetings.• Determining in consultation with Executive staff the priorities and strategic objectives of the Board.
---------------------------	--



	<ul style="list-style-type: none"> • Scrutinising the Board and its Members having regard to the terms of reference. • Leading the Board in holding the Executive accountable for the effective operation of the disciplinary processes. • Working in collaboration with the Executive, Regulation Board and Disciplinary Appointments Committee to fulfil respective areas of responsibility under the IFoA Regulatory Strategy. • Working with the Regulation Board and Executive to manage effective engagement with senior stakeholders, notably the Financial Reporting Council. • Reporting publicly and to the Council of the IFoA on the work of the Board once a year.
Project Responsibilities	<ul style="list-style-type: none"> • Leading the Board in delivering objectives outlined in the reporting year Disciplinary Board Annual Report. • Overseeing the maintenance of an appropriately skilled and supported Disciplinary Pool to fulfil the work of the Disciplinary and the Capacity for Membership Schemes. • Overseeing a full review of the Disciplinary and Capacity for Membership Schemes in line with principles of good regulation and appropriateness for the international membership of the IFoA. • Overseeing the strategic development and implementation of the Disciplinary and Capacity for Membership Schemes, and associated risks.
IFoA Responsibilities	<ul style="list-style-type: none"> • Acting in compliance with the IFoA's Governance Manual and delegated authorities. • Being an advocate for volunteers in respect of agreed behaviours and expectations. • Interfacing with the Regulation Board in relation to the strategic effectiveness of the Disciplinary and Capacity for Membership Schemes.



	<ul style="list-style-type: none">• Ensuring that Management Board is briefed once a year on the Board's work.• Liaising with the Lay Convenor of Disciplinary Tribunal Panels, the Lay Convenor of Adjudication Panels and the Chair of the Pool of Investigation Actuaries in order to keep the practical operation of the Scheme under review.• Liaising with the CAA Global Board in the use of the IFoA's Disciplinary Pool and providing them with guidance in respect of their disciplinary function.
--	--

Personal Skills, Qualities and Experience Required

Essential:

- Significant experience of professional regulation, preferably including misconduct, health and capacity issues;
- Proven track record in strategic oversight;
- Strong leadership and chairing skills;
- A sound understanding of accessibility issues;
- A sound understanding of diversity issues;
- Excellent verbal and written communication skills;
- A sound understanding of corporate governance from participation at a senior level;
- IT literate with strong computer skills;
- A sound understanding of ethical issues affecting professions;
- A sound understanding of the professional role of actuaries; and
- A sound understanding of the financial services regulation landscape.

Desirable:

- International regulatory experience; and
- Experience of the financial services market.

September 2018