



Institute  
and Faculty  
of Actuaries

## The Institute and Faculty of Actuaries

### Finance and Investment Education, and Continuing Professional Development (ECPD) Sub-committee – Member

The Institute and Faculty of Actuaries (IFoA) is seeking a proactive volunteer for the Finance and Investment ECPD Sub-committee. This member will have a desire to help shape and contribute to the Finance and Investment Practice Area and to provide learning opportunities for peers.

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

##### “Task” Specification

The key tasks will include the following:

##### CPD

- development of the Finance and Investment CPD programme and forward event planning including:
  - liaising with relevant Boards/groups/committees and relevant profession staff to plan content for cross-practice events
  - developing and maintaining a framework which summarises the main subject areas which need to be covered, and using this as a tool for planning appropriate provision. This includes ensuring that:
    - CPD covers a range of relevant topics
    - CPD is at various levels (beginner, intermediate and high)
    - CPD is provided in locations (UK and International) where there is a concentration of members within a specific practice area
    - there is appropriate professionalism development within the CPD programme.
- monitoring and evaluating events (ensuring feedback is acknowledged and new ideas are embraced/incorporated into event planning)
- working with the Finance and Investment Board providing guidance and direction to the Conference Programme Committee, especially in relation to the content.

##### Education

- working with the Education Board, via the Education Actuary, on developments in the practice area which impact on the examinations syllabus and education needs of members. Regular review of exam syllabus
- review of core reading in accordance with annual timetable (as advised by Education Actuary) and writing and maintaining core reading material as required/approving the sourcing of additional volunteers to assist in this task, as required.

##### Fostering a sense of community

Activity to foster a sense of community amongst members in the practice area by:

- ensuring that there are adequate communications (e.g. via practice e-newsletters, The Actuary magazine and the IFoA's website) to members on areas of interest, or developments which impact on their work within the practice area or within the profession generally. These

communications might be delegated out to the other sub-committees where the subject area falls within their remit

- supporting the creation and establishment of Member Interest Groups (MIGs) and maintain oversight of their work
- encouraging the development of actuarial careers within the practice area, and identifying opportunities for career progression moving to or from another practice area.

### **Tenure**

This is a three year appointment.

### **Time Commitment**

One to one and a half days per quarter including attendance at four sub-committee meetings per year. Volunteers will also be involved, between meetings, in progressing the sub-committee's objectives and representing the interests of the sub-committee as required. The sub-committee meetings usually last for approximately one to two hours and are normally held at Holborn Gate, London, but attendance by conference call is encouraged, therefore, ensuring this opportunity is available to all members.

## **“Person” Specification**

### **Candidates will ideally:**

- be a Fellow or Associate of the IFoA
- be working in the Finance and Investment practice area
- be members with experience as an economist, knowledge of retail issues (i.e. RDR, DC etc.), or experience of working within the regulatory sector or in a regulatory role would be particularly beneficial
- have a desire to help shape and develop the future of the Finance and Investment community of the IFoA
- be able to identify key issues affecting the Finance and Investment practice area affecting members within, and outside, the UK as these arise
- help develop input into the specific projects or topics or research projects and to help develop the position of the IFoA on key issues
- be willing to seek feedback/input from colleagues and peers in relation to areas of improvement in the influence and contribution of the sub-committee.

### **In return, the volunteer will:**

- be able to influence and contribute to the development of the learning outcomes of members in this practice area
- be provided with excellent professional support and assistance during your tenure on the sub-committee
- develop an effective network of contacts across the industry
- have the opportunity to potentially claim CPD for this support if in accordance with the CPD scheme.

## **September 2016**