



Institute
and Faculty
of Actuaries

The Institute and Faculty of Actuaries

Finance and Investment Education, and Continuing Professional Development (ECPD) Sub-committee – Deputy Chair

The Institute and Faculty of Actuaries (IFoA) is seeking a proactive volunteer to join the Finance and Investment Education and Continued Professional Development (ECPD) Sub-committee as Deputy Chair. We are looking for members to help ensure the sub-committee covers a varied and appropriate range of topics in our CPD programme and annual conference.

This sub-committee has an active and important role shaping the content of lifelong learning opportunities for the IFoA finance and investment community; events that are a good mix of professionalism, current issues, regulatory importance and hot topics.

The committee is tasked with:

- creating and developing an excellent and varied finance and investment CPD events programme
- content for annual conference
- identifying topics and potential speakers for specific events
- listening to and acting on members' feedback.

“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:
 - liaison with relevant boards/groups/committees and IFoA staff to plan content for events
 - develop and maintain a framework outlining subject areas which need to be covered, and use this as a tool for planning appropriate provision. This includes ensuring that CPD:
 - covers a range of relevant topics
 - is at various levels (beginner, intermediate and high)
 - is provided in locations where there is a concentration of members within a specific practice area
 - ensure there is appropriate professionalism development within the CPD programme
- monitoring and evaluating events (ensure feedback is acknowledged and new ideas are embraced/incorporated into event planning)
- work 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 newly established Lifelong Learning Board addressing finance and investment education/syllabus needs.

Fostering a sense of community:

- ensure 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)
- 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.

The Deputy Chair will also specifically be tasked with the following:

- using the time in post to shadow the Chair and to prepare for the Chair role
- deputising for the Chair at relevant committee meetings, sometimes at short notice.

Tenure

This is a two year appointment, with the intention of stepping up to the role of Chair at the end of tenure, subject to approval.

Time commitment

The time commitment will be two to three days per quarter. The majority of this time will be for follow up actions between meetings however, participation will be required at four meetings per year. The meetings are held in London at the IFoA offices at Holborn Gate but attendance can be by conference call to allow us to extend the opportunity to all members. Location is not a barrier.

“Role of Deputy Chair”

Once in post, if a Deputy Chair feels they need support in any aspect of the role, they should speak with their Chair and/or key Executive staff supporter, and the IFoA will try to provide the necessary support and in some cases training.

“Person” Specification

The post holder should be:

- a Fellow or Associate of the IFoA
- working in the finance and investment practice area with at least three years experience in finance and investment
- is able to chair a meeting effectively and is comfortable with public speaking
- is keen to contribute to the content of the annual finance and investment conferences and other related events organised by, or through, the IFoA, as necessary.

In return, the volunteer will:

- be able to influence and contribute to the development of 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 gain CPD for this support if in accordance with the CPD scheme.

April 2018