



Institute  
and Faculty  
of Actuaries

## Institute and Faculty of Actuaries

### General Insurance Education and Continuing Professional Development (GI ECPD) Sub-Committee - Member

The General Insurance Education and Continuing Professional Development (GI ECPD) Sub-committee is seeking qualified actuaries to express an interest in joining this sub-committee.

The GI ECPD Sub-committee plays an important role in ensuring the education of GI actuaries is kept as up to date and relevant as possible. This comprises:

- shaping and developing the future of the GI community of the IFoA via timely and targeted CPD events
- advising on developments in the practice area which impact on the examinations syllabus and education needs of members, and routinely reviewing and updating core reading for the GI subjects
- encouraging the production and promotion of educational material to both practitioners and students.

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

#### “Task” Specification

The appointed GI ECPD Sub-committee members will strive to:

- liaise with relevant boards/groups/sub-committees and relevant IFoA Executive staff to plan content for one day seminars
- collaborate with the Events committees from the IFoA's other practice areas on the development of content for respective conferences
- work with the Executive team to contribute to successful conference delivery, measurable by delegate evaluation forms
- take on the responsibility of at least one CPD event per year, which will involve coming up with ideas for the programme and contacting potential speakers. Some committee members may also wish to chair this event, but this is not essential
- identify emerging issues, including horizon scanning of any 'hot topics' and cross practice issues
- assist with the planning and development of annual events
- monitor and evaluate events (ensure feedback is acknowledged and new ideas are embraced /incorporated into event planning)
- contribute to the review of education syllabus/core reading and the development of new material and standards.

#### Time Commitment

Approximately one to two days per month made up as follows:

- sub-committee meetings take place six times a year and generally last for a maximum of two hours. These meetings are held at Holborn Gate in London, but attendance via conference call is encouraged to enable international members and those members who are located in the regions of the UK to be involved

- in addition to attendance at these meetings, each sub-committee member is also tasked with actions which they are expected to take forward in between meetings, and to report back on progress at the next meeting.

## **Tenure**

This appointment is for a three year period, which can be renewed for an additional term, by mutual consent.

## **“Person” Specification**

Members will be appointed by a selection panel. The appointed member will be required to have:

- a good industry profile and an excellent network of contacts within the actuarial community
- an ability to establish ideas and to identify hot topics relevant to GI
- a willingness to help develop event content and programme
- a willingness to help develop input into the specific projects or topics such as consultation responses or research projects and to help develop the position of the profession on key issues
- the ability to meet strict committee deadlines.

No previous committee experience is required – ideas and enthusiasm count for more!

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

- be provided with (from the Executive team) excellent professional management support and assistance as required
- be able to enjoy the satisfaction of knowing that they have helped shaped the advancement of actuarial science in the GI space
- be able to influence and contribute to the education and CPD provided to members of the IFoA
- further develop their network of contacts across the industry.

## **Claiming CPD**

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](#).

## **August 2016**