



Institute
and Faculty
of Actuaries

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Global Student Consultative Forums - Lead Student Representative (LSR)

“Task” and “Person” Specification:

“Task” Specification

As the Lead Representative of the forum will be asked to deliver on the following tasks:

- liaising with secretary to ensure meetings happen twice a year, in the period leading up to the Student Consultative Forum in UK
- chairing/facilitating the meeting
- if appropriate, liaise with the secretary in the compiling of the agenda
- liaise with the secretary and other Executive staff of the IFoA for key selective issues to be addressed by the Student Consultative Forum and which are to be addressed through other channels
- supporting the IFoA Executive in recruitment/selection of regional/local student representatives
- be available to participate in two meetings a year (usually May-June and October-November) by conference call/online video call or where applicable, face-to-face meetings
- to canvas feedback from other students in your region/area
- to willingly be a spokesperson on behalf of students with access requirements and to pro-actively seek and share their feedback
- to liaise with and work collaboratively with any other forum member based in your geographical area to provide feedback from students
- to be the link between the students in that geographical area and the IFoA, willing to engage in collaborative working relationships with the range of key stakeholders.

Tenure

Two years or until the individual transfers to Fellow, whichever is the earliest. Individual terms can be agreed in discussion with the Quality team.

Time commitment

There will be two meetings a year. One usually in the period of May-June, and the other in October-November. The duration of each will be around one and a half to two hours. Conference call facilities are available if required.

These meetings will provide information to feed into the UK face-to-face Student Consultative Forum.

“Person” Specification

Each volunteer member will be required to be:

- a student member of the IFoA
- a good communicator
- someone who is willing to pro-actively canvas views and feedback from other students and to share that feedback at the forum
- willing to engage in collaborative working relationship with the IFoA staff and other forum members
- willing to make suggestions and help find solutions.

Characteristics

- a good communicator, and willing to listen to the views of others
- someone who is willing to pro-actively canvas views and feedback from other students and to share feedback at the forum
- willing to make suggestions and help find solutions.

Student Representatives should also listen and respect other members of the forum. It is important there is two way communications between the Student Representatives and Students. Students should be kept informed and will give their views to the Forum as and when required.

January 2018