Institute and Faculty of Actuaries

Student Representatives for the Global Student Consultative Forums

"Task" and "Person" Specification:

"Task" Specification

Each member of the forum (four to six Student Representatives per Regional Forum) will be asked to deliver on the following tasks:

- to collaboratively and pro-actively work with the Institute and Faculty of Actuaries (IFoA) IFoA staff and other forum members to help be involved with future decisions or considerations of the IFoA in regards to exam process, structures, administration, tutorial, reading material and other key aspects of the student experience
- 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 bring to the forum
- to willingly be a spokesperson on behalf of students with access arrangements and to pro-actively seek and share their feedback, with this forum
- to liaise with and work collaboratively with any other forum member who may be based in your geographical area and 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.

Time commitment

There will be two meetings a year. One will usually be in the period of May-June and the other in the period October-November, with the duration of each being 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 Executive 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