



Institute
and Faculty
of Actuaries

The Institute and Faculty of Actuaries

Committee Member – Health and Care Education and Continued Professional Development (ECPD) Committee

The Institute and Faculty of Actuaries (IFoA) is seeking proactive, innovative volunteers to join this newly-created committee to help drive the development of actuarial practice in the Health and Care area.

“Task” and “Person” Specification:

“Task” Specification

Candidates will:

- be responsible for ensuring the IFoA is meeting the CPD needs of actuaries who work in the Health and Care practice area
- specifically consider and focus on the matters set out in the (TBD) Terms of Reference and in particular will focus on the following
 - content and volume of CPD events
 - format of events
 - location / accessibility of access to CPD for members (no matter where they are based) and innovation in terms of looking at, and testing, new delivery methods
 - analysing feedback and building this into future planning
 - education syllabus and core reading as needed and in collaboration with the appointed education actuary.
- provide oversight of the committee responsible for developing the programme for the Health and Care annual residential conference.

Tenure

This appointment is for a 2 year period, with the option to extend beyond this.

Time Commitment

Half a day per month, which includes attendance at ECPD Committee meetings. The committee is expected to meet 3- 4 times a year, either in person or via telephone conference call. Meetings will usually last between 60 - 90 minutes. International members are encouraged to volunteer and can contribute via conference call. The members will also be expected to handle emails and any issues that arise in between meetings.

The members of this committee will also have oversight of the Health and Care Conference Programme Committee and as such, some time will be required for liaison with this group.

“Person” Specification

The committee member will ideally:

- be a Fellow or Associate of the IFoA who is working in the Health and Care practice area
- be willing to foster a sense of community amongst members of the committee and to deliver a service which benefits members in the UK and internationally

- be able to network on behalf of the profession to keep abreast of emerging issues, including horizon scanning, and 'hot topics' of relevance to the practice area.
- be able to meet committee deadlines and answer emails as needed
- be willing to seek feedback/input from colleagues and peers in relation to areas of improvement in the influence and contribution of the committee.

In return, the volunteers will:

- be provided (from the Executive team) with excellent professional management support and assistance as required and will be able to enjoy the satisfaction of knowing that you have helped shaped advancement of actuarial science in this practice area
- if asked to chair a CPD event or a workshop/plenary at the conference, you will be offered guidance and support as to best practice
- have the opportunity to be able to count the time you spend as part of your annual CPD activity, if it meets the criteria of the CPD Scheme. You should check the terms of the CPD Scheme to find out how this will apply to you. The CPD Scheme can be found [here](#).

If you are interested in volunteering or would like to find out more about the position, please contact Debbie Atkins (debbie.atkins@actuaries.org.uk) to register your interest.

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