



Institute and Faculty of Actuaries

Momentum Conference Programme Committee 2016

The Momentum Conference offers an opportunity for soon to be and recently qualified actuaries to build upon their actuarial skill set and hear from industry experts.

The Institute and Faculty of Actuaries (IFoA) is seeking pro-active, innovative volunteers to join this committee to help shape the content of the programme for 2016. A total of seven volunteers are required, and the aim is for the committee to consist of one volunteer from each IFoA practice area (Health and Care / General Insurance / Finance and Investment / Risk Management / Life / Pensions / Resource and Environment).

“Task” and “Person” Specification

“Task” Specification:

Committee members will be asked to undertake the following tasks:

- attend each of four committee meetings between spring and autumn 2016. Meetings will be held in London and attendance can be by conference call, or in person. Dates of the four meetings will be agreed by the appointed members, by email, as soon as appointments have been confirmed
- **Meeting One:** brainstorm the topics the conference should cover, and discuss areas that are considered “hot”, to enable the IFoA Executive to create a call for speakers. The focus of the content should be current, relevant and suitable for the target audience. Review feedback received from the 2015 conference. Each committee member will take away actions to contact potential speakers where required
- **Meeting Two:** review “call for speakers” and populate the programme template with confirmed plenary speakers. Act as liaison for a number of specific workshops. Finalise social / entertainment aspects of the conference
- **Meeting Three:** decide which sessions are relevant for recording to appear on the IFoA’s Virtual Learning Environment (VLE). Allocate tasks for the committee at the conference itself, including allocating chairs to plenary and workshops where required. The option to receive guidance and training is available and will be provided on request
- **Meeting Four:** to cover off final arrangements prior to the event itself (including any quality assurances processes which need to be undertaken by the committee members)
- some work will also be carried out between meetings, by email or phone.

“Person” Specification:

The Committee will be made up of candidates who will ideally:

- be a member of the Institute and Faculty of Actuaries (IFoA)
- be a student (preferably nearly qualified) or have qualified within the last 3 years – this will be extended if necessary. We will seek to create a well balanced committee with a good split between students and newly qualified members. Ideally, the aim is for the committee to consist of one volunteer from each IFoA practice area (Health and Care / General Insurance / Finance and Investment / Risk Management / Life / Pensions / Resource and Environment) and for at least one of these individuals to be an international (non-UK based) member

- have an excellent understanding and awareness of the hot topics of most relevance to students and newly qualified actuaries
- have an awareness of the elements that would make this conference valuable to individuals and to their employers
- have a real desire to help shape the 2016 conference into a relevant information resource and networking platform which assists members in their professional development
- be able to devote time equivalent to one working day per quarter, including following up on actions to meet event schedule deadlines
- contribute to committee meetings by sharing ideas
- be willing to seek feedback / input from colleagues and peers in relation to areas of improvement for the conference
- have the support of their employer (if applicable) to enable them to be able to attend the conference and be willing to take a turn to act as the chair of a workshop / plenary at the conference
- act in an advisory role in order to provide feedback to the Events team on their proposals for communications, marketing, images and entertainment.

Tenure:

This is a one year appointment. However, it is hoped that some committee members will offer to stay on the committee for a second year, to provide continuity.

Role of Chair and Deputy Chair:

One member will be appointed to act as Chair of this conference. This person will play a lead role in terms of opening and closing the conference and chairing the committee meetings, in partnership with the IFoA Events team. The role of Chair is a one year appointment.

A Deputy Chair will also be appointed for 2016. The Deputy Chair will play a valuable back-up role to the Chair and as such may be asked to deputise at short notice. It is hoped that the Deputy Chair may progress to the role of Chair in the following year and will use their time in post to prepare for this transition. This appointment will not be automatic.

In return, the volunteer will:

- receive recognition for yourself and your employer: your name and your employer's name will appear on the list of Committee Members which is published in the Conference Programme and on the IFoA's website
- be provided with (from the Executive team) excellent professional event management support and assistance required and will be able to enjoy the satisfaction of knowing that you have helped shape the 2016 conference
- be provided with the opportunity to hone skills and add to personal development and in particular, to receive training and support if asked to chair a workshop / plenary at the conference.

November 2015