



Institute
and Faculty
of Actuaries

The Institute and Faculty of Actuaries

Chair of the Policy and Public Affairs Board (Paid role)

“Task” and “Person” Specification:

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The Institute and Faculty of Actuaries (IFoA) is an international body with a worldwide membership of 29,000 of which about half are student members. 44% of its members overall and 58% of its student members are based outside the UK and increasingly actuarial practice is international.

As part of its Royal Charter, “The objects of the Institute and Faculty of Actuaries shall be, in the public interest, to advance all matters relevant to actuarial science and its application and to regulate and *promote the actuarial profession*.”

Since the launch of the IFoA strategy in 2011, and reinforced in the 2016 strategy, there has been an increasing resource and focus on Policy and Public Affairs activity to raise the profile of the IFoA and serve its public interest remit.

To support the IFoA in meeting its policy and public affairs objectives the Policy and Public Affairs Board (PPAB) is a cross-practice board of volunteers and Executive staff tasked with oversight of:

- Key stakeholder engagement and communication plans
- Communication campaigns and media releases
- Consultation responses
- Policy briefings and position statements
- The Actuary Magazine
- The award of Honorary Fellowships and IFoA Medals
- Engagement with relevant supranational bodies.

The Chair of the PPAB is appointed by, and reports to, Management Board.

Key responsibilities

Key responsibilities for the chair of the PPAB include:

i. Governance:

- To chair the PPAB meetings, which take place quarterly.
- To ensure that the PPAB performs to its Terms of Reference, the IFoA Governance Manual and the IFoA principles of equality, diversity and inclusion
- To plan the work of the Board in conjunction with its members, such as themed deep dives
- To ensure any committee paper submissions are of an adequate quality and fit for purpose
- To agree with the Director of Public Affairs and Research the agenda for PPAB meetings and review draft minutes
- To participate in other relevant, sometimes more informal, meetings or events where strategic input on policy and public affairs is required (for example, workshops).
- To provide annual reports to Council and Management Board, attending such meetings as required.

ii. Strategic and content development:

- Provide expert guidance developing the IFoA public affairs and policy strategy
- Ongoing review of the strategy to ensure relevance
- Bring new and alternative ideas for the IFoA on how it can meet its Charter objectives
- Provide access to key external stakeholders relevant to the IFoA's Charter objectives
- Provide an independent external perspective on the IFoA's activities

Tenure

The appointment would be for three years, with a possible extension thereafter.

Time commitment

The time commitment is expected to be a minimum of 20 days per year, including meeting attendance and preparation

The Chair must be available to attend the main PPAB meetings in person. Currently there are three physical meetings a year.

Remuneration

The position shall be paid through the IFoA's payroll. An honorarium is payable plus out of pocket expenses in accordance with the IFoA's Volunteer Expenses Policy. Details of remuneration will be discussed at interview stage.

“Person” Specification

The IFoA is seeking candidates who meet the following criteria:

- Extensive career experience within Public Affairs and Policy
- Experience chairing senior boards or committees
- An understanding of the role of public interest professional bodies
- An awareness of the range of actuarial work and the role of actuaries.

In addition, it would be desirable for candidates to have:

- An understanding of working in an international organisation.

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