



## Deputy Chair – Protection, Health and Care Conference Programme Committee

We are seeking to appoint a proactive, innovative volunteer to take on the role of volunteer Deputy Chair of this committee, with a view to progressing to the role of Chair.

### “Task” and “Person” Specification:

#### “Task” Specification

As well as tasks which the Protection, Health and Care Conference Programme Committee members are asked to undertake, the Deputy Chair will also specifically be tasked with the following. This will include:

- using the time in post to shadow the Chair and to prepare and make plans for time as Chair
- working closely and in partnership with the Events team and Practice Executive team to design the market research questions which will be used at the forthcoming conference in order to obtain accurate and informative feedback on the topics, presentations and speakers. Plus, to also help analyse the market research based on the previous year's feedback and to co-ordinate and encourage additional feedback and intelligence gathering from the committee members
- acting as Chair at meetings in the Chairs' absence. As such, on occasions, this may require the Deputy Chair to 'stand-in' at short notice.

#### Tenure

This is a one year appointment as Deputy Chair.

The appointment of Deputy Chair is a good stepping stone to becoming Chair and it is hoped that the Deputy will become Chair, leading to another one year appointment, but this transition is not automatic.

#### Time Commitment

One half to one day per month.

#### “Person” Specification

The Deputy Chair will be selected by the current Chair together with a senior member of the Executive staff and approval will be required from the Health and Care Education and CPD Committee as well as the Health and Care Board. He or she will require to be someone who:

- is a Fellow or Associate of the Institute and Faculty of Actuaries
- is able to chair a meeting effectively
- is comfortable at public speaking
- is keen to look at new ways to help shape the content and theme of the programme for the conference into a continually valuable and highly rated event
- will encourage the committee to work collaboratively and also in partnership with the IFoA Executive staff
- will network on behalf of the profession to keep abreast of hot topics.

***In addition to the above, the Task and Person Specification details for members of the Protection, Health and Care Conference Programme Committee will also apply.***