



## Institute and Faculty of Actuaries

### **Committee Member – Protection, Health and Care Conference Programme Committee**

The Institute and Faculty of Actuaries (IFoA) is seeking proactive volunteers to join this committee to help shape the content and theme of the programme.

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

##### **Candidates will ideally:**

- be working in the Protection, Health and Care practice area with an excellent awareness of the hot topics
- be a member of the IFoA. We are primarily looking for Fellows or Associates with experience in this sector, however, we want to capture all views and one place on the committee may be awarded to either a student; a newly qualified member and / or a non-member who can demonstrate they have considerable experience in this sector
- have a desire to help shape the 2017 conference into a relevant information resource and networking platform
- be able to devote time equivalent to approximately one half to one working day per month, including following up on actions to meet event schedule deadlines and attending a committee meeting once a month, at Holborn Gate, London (either in person or via conference call) - especially in the first six months when planning is at its most intense
- attend committee meetings armed with ideas for current hot topics, themes and content and to ensure deadlines and commitments are met, in between meetings
- help source and suggest outstanding plenary speakers / speakers for the workshops
- be able to meet strict project deadlines
- be willing to seek feedback / input from colleagues and peers in relation to areas of improvement for the conference
- be willing to take your 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 communications; marketing; images; and entertainment.

##### **In return, the volunteers will:**

- receive a discounted delegate rate for your attendance at the conference in 2017. This discounted rate can be up to 10% and is awarded at the IFoA's discretion. Further details will be confirmed by the Event Manager
- 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 2017 conference

- if asked to chair a working party and / or a workshop / plenary at the conference, guidance and support as to best practice will be offered
- have your name, and your employer's name, appear on the Committee Members list in the printed programme and on our website
- have an opportunity to gain CPD - any activity undertaken in a volunteer role can be counted towards your CPD requirement if you consider that it meets the definition of CPD, i.e. "*Learning which is relevant to the nature of the member's work or role and which addresses a personal development need*". For more information, you should check the terms of the CPD Scheme to find out how this will apply to you.

**May 2016**