



Institute  
and Faculty  
of Actuaries

## Scottish Board Member (Co-option position)

We are seeking to co-opt a small number of proactive and enthusiastic volunteers to join the Scottish Board. Due to the requirements of the role, this is likely to be best suited to members active within the Scottish actuarial community.

If you are keen to add your voice to developing Scotland's CPD events schedule via the KSS programme, working with schools across the region, helping to steer the IFoA's input to the continued debate on further Scottish devolution or inputting into the future actuarial research agenda via the Actuarial Research Centre (just to name a few!) then this role is for you.

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

#### “Task” Specification

The Scottish Board's role is to:

- represent the IFoA and its activities in Scotland
- provide a focus for its members based in Scotland or who have strong links to Scotland.

Each member of the Scottish Board works within one of the Board's three key responsibility areas;

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| KR1 - | To develop and foster a sense of community among actuaries in Scotland, ensuring sufficient professional activity and networking opportunities, and to encourage involvement in the IFoA |
| KR2 - | To raise the profile of the IFoA in Scotland, and develop links with key Scottish stakeholders   |
| KR3 - | To encourage practical and academic developments in the actuarial field by developing Scotland as a centre of excellence;  |

Scottish Board members are also asked to:

- represent the Scottish Board at member events, raising awareness of the work of the Board and engaging with members
- represent both the Scottish Board and IFoA more widely at specific external events to promote the profession in Scotland
- support the KSS CPD initiative by sourcing a venue (own office, if available) and speaker once a year during their term of office.

#### Tenure

It is typically a three year appointment, with the option to remain on the Scottish Board for a second term. This would not be automatic and would be by mutual agreement at the time.

#### Time Commitment

One and a half to two days per quarter.

This would include attendance at Scottish Board meetings which are currently held every quarter, typically at the IFoA offices in Edinburgh.

It would also include work in between Scottish Board meetings in order to fulfil the specific output of the KR which the member supports.

## **“Person” Specification**

The group choosing the candidates will include the Leader of the Scottish Board and the leader of each KR for the Board, together with the secretary of the Scottish Board.

The member will ideally be:

- based in Scotland
- proactive in delivering specific outputs of the KR to which they are assigned
- able to meet deadlines and drive progress for members in Scotland
- someone who has a good network of contacts and is willing to seek feedback and promote activities
- keen to look at new ways to help shape the future of the IFoA in Scotland
- able to work collaboratively and in partnership with the IFoA executive staff
- able to attend Scottish Board meetings and willing to make time to network on behalf of the Scottish Board and IFoA more widely at key events.

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

- your name and your company name (if applicable) will appear in any listing of those members who are part of the Scottish Board
- administrative support, as needed, from the secretary of the Scottish Board
- a copy of the Scottish Board “Key Information Pack” for reference and a link to the IFoA’s volunteer induction pack
- the opportunity to receive CPD for participating if your contribution to the committee is relevant to your role and helps develop and broaden your skills
- and most importantly, the chance to make a real difference to the profession in Scotland.

**June 2016**