



# Institute and Faculty of Actuaries

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### Chair – Practising Certificates Committee (PCC)

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint an experienced and proactive volunteer to take on the role of Chair of the PCC. He or she will be someone who is keen to take the lead in operating and improving the Practising Certificates regime.

#### Role of the Practising Certificates Committee

The Practising Certificates scheme is operated on a day to day basis by the PCC. The PCC's key responsibilities include:

- close liaison with the Membership team about the administration of applications
- making decisions on applications received for practising certificates, ensuring consistency of approach and, where appropriate, issuing practising certificates
- maintaining the relevant documentation including the criteria, application forms, sample completed applications and governance documentation and, where appropriate, submitting these documents for approval by the Regulation Board
- approving correspondence to members drafted by the Membership team
- preparing case summaries for the Practising Certificates Appeals Panel.

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

#### “Task” Specification

##### Role of the Chair

The Chair will organise and lead members of the PCC to enable them to deliver on their terms of reference. This will include:

- acting as a key point of contact between the Membership team and the PCC
- finalising draft agendas for meetings of the PCC
- signing off and presenting written reports to the Regulation Board
- direct involvement in complex Practising Certificate applications, which may include conference calls and meetings
- reporting to the Regulation Board and liaising with any other relevant committees and/or boards which may have an interest in aspects of the Practising Certificates Scheme, on all matters related to practising certificates.

##### Tenure

The appointment is for three years, with an option to extend the appointment for a second term by mutual agreement of the volunteer and the Regulation Board with a maximum number of terms being two (i.e. six years). This is not a guaranteed extension and will be subject to approval at the time.

## **Time Commitment**

This would equate to approximately 10 to 14 hours per month. The majority of the time commitment can be carried out at a time and day that best suits the volunteer, but on occasion a short turnaround time is required. Attendance in person would be required at a minimum of one meeting per year, which will usually be held in Holborn Gate, London.

## **“Person” Specification**

The Chair will be appointed by the Regulation Board.

### **Essential**

The Chair will be someone who:

- has a proven track record of chairing a committee, either within the IFoA or a similar environment, and has an excellent understanding of the regulatory strategy of the IFoA
- is able to lead discussions and draw on the expertise of PCC members in relation to proposed technical criteria requirements for different practising certificates
- can anticipate the impact of any amendments or additions to the Practising Certificates regime on other areas of IFoA policy, such as the CPD scheme, and vice versa
- has excellent communication and influencing skills to enable him or her to lead discussions and facilitate decision-making during committee meetings
- is able to devote time to fulfil this role
- is able to meet strict deadlines and, for the occasional urgent case, short turnaround times
- is willing to seek feedback/input from colleagues and peers in relation to areas of improvement within the Practising Certificates regime.

### **Desirable**

The Chair will also ideally be someone who:

- has a working knowledge of the work of Practising Certificate holders in different practice areas
- has excellent drafting skills and is able to draft documents for internal and external publication, such as practising certificates, technical criteria, generic criteria and application forms
- is able to effectively delegate tasks to committee members.

## **September 2016**