



Institute  
and Faculty  
of Actuaries

## Institute and Faculty of Actuaries

### Life Research Sub-committee (LRC) - Deputy Chair -

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

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

##### “Task” Specification

As well as tasks which the sub-committee members are asked to undertake, the Deputy Chair will also specifically be asked to take on the following tasks to help the Chair and to aid the transition into the role of Chair in due course.

This will include:

- using the time in post to shadow the Chair and to prepare and make plans for time as Chair
- in agreement with the Chair, to represent the sub-committee on such other committees and Coordination Groups as may be agreed by the sub-committee
- acting as Chair at meetings in the Chair's absence. As such, on occasion, this may require the Deputy Chair to stand-in at short notice
- attending or dialling in to meetings of the Life Board, in the Chair's absence (and as agreed with the Chair in advance)
- to assist the Chair in overseeing and integrating all relevant research which is currently being carried out, by member-led working parties, and that commissioned by the IFoA
- to liaise closely with the Chair in order to share the workload, to liaise with the Executive, and to act in an advisory capacity to the Chair on matters arising which are both strategic and practical
- to develop and/or maintain a detailed knowledge of existing and historical research which has been undertaken for the Life practice area and to be prepared to speak authoritatively on legacy issues if required.

All committee members will:

- be responsible for keeping abreast of any IFoA led research and to push forward more member led Life research
- identify potential future research needs in order to inform the Life Board
- provide feedback to Life Board through the Chair of the Life Research Sub-committee as required
- identify, promote and foster research opportunities providing guidance for member led research working parties
- mentor and support the progress and needs of member led working parties, taking responsibility for at least one working party
- provide contributions to the committee responsible for developing the programme for the Life annual residential conference.

##### Time commitment

The time commitment is approximately half to one day per month.

Attendance would be required at five meetings per year (only one meetings per year will require attendance either in person in London at IFoA offices or via videoconference, as the remaining four meetings are via teleconference).

The Deputy Chair will also be expected to shadow working parties, which will require keeping in routine contact with working party Chairs and providing updates at sub-committee meetings. When new working parties are launched, the shadow will also be expected to lead first meeting of new volunteers (for those workings parties he/she has been assigned to shadow).

## **Tenure**

This is a two year appointment as Deputy Chair with the expectation that this volunteer will then, with the approval of Life Board, move into the role of Chair of the LRC.

Upon taking on the role of LRC chair, the volunteer will also be expected to join the Life Board.

## **“Role of 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. As such, the Deputy should be mindful of the Terms of Reference for this sub-committee and its reporting structure. The Task and Person Specification for the Chair is available if a potential volunteer would like to view it. Once in post, if a Deputy Chair feels they need support in any aspect of the role, they should speak with their Chair and/or key Executive staff supporter, and the IFoA will try to provide the necessary support and in some cases training.

## **“Person” Specification**

The Deputy Chair will be selected by the current Chair together with a senior member of the Executive staff and approval will also be required by the Life Board. He or she will require to be someone who:

- is a Fellow or Associate of the IFoA
- has excellent experience in Life insurance and an understanding of the Life environment
- has a growing network and profile in the Life practice area
- is able to step in to chair a meeting effectively
- has ideally chaired, or been a member of, an IFoA research working party
- maintains a knowledge of, or is prepared to gain a knowledge of, existing and historical research which has been undertaken for the Life practice area and is prepared to speak authoritatively on legacy issues if required
- has a collegiate approach and a desire to foster a sense of community amongst members of the sub-committee and to deliver a service which benefits members in the UK and internationally
- will ensure the Terms of Reference are at the focus of activities and that the sub-committee is supporting the IFoA's strategy and current corporate plan
- will network on behalf of the IFoA to keep abreast of emerging issues, including horizon scanning, and hot topics of relevance to the practice area.

***In addition to the above, the Task and Person Specification details for members of the Board will also apply.***

**In return, the volunteers will:**

- be provided (from the Executive team) with excellent professional management support and assistance as required and will be able to enjoy the satisfaction of knowing that you have helped shaped advancement of actuarial science in this practice area
- if asked to chair a CPD event or a workshop/plenary at the conference, will be offered guidance and support as to best practice.

## **Claiming CPD**

If you intend to use the time spent on this activity when recording your CPD, remember it must be relevant to your work or role and address a personal development need. You should record an appropriate learning outcome. This is in accordance with the [CPD Scheme](#).

## **March 2018**