



Institute  
and Faculty  
of Actuaries

## Institute and Faculty of Actuaries

### Pensions Education and CPD (ECPD) Sub-committee - Deputy Chair

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint an experienced, proactive and innovative volunteer to join the Pensions ECPD Sub-committee as Deputy Chair. This is a great opportunity to become involved in managing the current Pensions CPD programme as well as shaping the future provision of Pensions CPD by the IFoA.

As part of our succession planning, it is hoped that the Deputy Chair will use the time to shadow the Chair and prepare to take over the role of Chair, in due course.

The Pensions ECPD Sub-committee is currently responsible for organising around 12 Pensions events per year, providing CPD to over 1,000 Pensions actuaries. The sub-committee's remit includes defining what events will be run, shaping the event programmes, securing speakers and reviewing post event feedback. The sub-committee is supported by members of the IFoA Events team and the Practices Executive team.

Applicants for the Deputy Chair role will ideally have a growing industry profile and a good network of contacts. They will be someone who is keen to build on the strong foundations already created and have a passion to help shape and drive forward the Pensions practice area for the future.

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

#### “Task” Specification

As a member of the Pensions ECPD Sub-committee, the individual will be expected to take the lead in organising at least one Pensions event each calendar year. For a smaller event this includes defining the event programme, securing speakers, assisting with developing the event marketing with IFoA support and chairing the event. For a larger event, such as Current Issues in Pensions, this will involve managing a group of volunteers, typically from outside of the sub-committee, who have agreed to organise the larger event. In both cases support is provided from the Pensions ECPD Sub-committee as a whole as well as the IFoA team.

In addition to the above the Deputy Chair will also take on the following tasks to support the Chair and to aid the transition into the role of Chair in due course. These tasks include:

- working alongside the Chair to identify key and emerging work streams within the Pensions ECPD Sub-committee
- becoming familiar with the Terms of Reference and reporting structure of the Pensions ECPD Sub-committee and other Pensions sub-committees and to help drive the outputs to support the Pensions community
- taking responsibility for overseeing and driving forward at least one specific responsibility or project of this sub-committee
- acting as Chair at meetings in the Chair's absence.
- using the time in post to shadow the Chair and to prepare and make plans for potentially taking on the role of Chair.

## **Reporting and Selection:**

The Deputy Chair will report to the Chair of the Pensions ECPD Sub-committee and ultimately the Chair of the Pensions Board. The Deputy Chair will be selected by the Chair of the Pension ECPD Sub-committee, the IFoA Executive staff and the Chair of the Pensions Board.

## **Tenure**

This is a two year appointment, typically followed by a two year appointment as Chair.

## **Time Commitment**

The time commitment is one to one and a half days per month (less in summer). Attendance would be required at six meetings per year. These are usually held in Holborn Gate, London, but some attendance may be by conference call.

## **“Person” Specification**

### **The Deputy Chair will be someone who:**

- is a Fellow or Associate of the IFoA
- has a good network and profile in the Pensions practice area
- has an interest in CPD provision and is able to commit the time necessary to ensure the Education and CPD programme is delivered successfully by this sub-committee
- is able to chair a meeting effectively, or willing to learn
- has a broad understanding of Pension matters in the wider context of the profession
- 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
- will ensure the Terms of Reference and the Start of Session report are at the focus of activities and that the sub-committee is supporting the IFoA's strategy and 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
- will be able to effectively delegate tasks to sub-committee members and be able to meet strict deadlines.

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

- be a key stakeholder in shaping the future provision of Pensions Education and CPD provided by the IFoA
- be able to influence and contribute to the Pensions practice area at a policy level
- become Chair of the Pensions ECPD Sub-committee in due course and join the Pensions Board (subject in both cases to various approvals at the time of the incumbent Chair stepping down)
- be provided with excellent professional support and assistance during their tenure on the Pensions ECPD Sub-committee
- enhance and build an excellent network of contacts across the industry

## **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](#).

**May 2017**