

The Institute and Faculty of Actuaries (IFoA)

Resource and Environment Board - Deputy Chair

The IFoA's Resource and Environment Board has responsibility for sustainability issues, including, but not limited to, resource depletion and climate change.

The IFoA is seeking to appoint an enthusiastic, innovative and committed volunteer to take on the role of Deputy Chair for this Board, with a view to progressing to the role of Chair in 2019. The successful candidate will be someone who has a real desire to lead and influence the outputs of this emerging practice area.

Task and Person Specification:

Task Specification

The Deputy Chair will be expected to participate fully in the work of the Board. The successful volunteer will assist the Chair and prepare to take over as Chair in 2019 through the following activities:

- to shadow the Chair and aid the transition into the role of Chair in due course
- in agreement with the Chair, taking responsibility for overseeing and driving forward at least one specific responsibility of the Board which would normally fall to the Chair to deliver
- chairing meetings in the Chair's absence – possibly at short notice
- working with the Chair to set the strategy of the Board
- helping to network on behalf of the IFoA (e.g. by attending seminars and conferences)
- keeping up to date with the latest thinking in the Resource and Environment field and horizon scanning for issues of relevance to this area
- ensuring the Terms of Reference and the Start of Session report are at the focus of activities and that the Board is supporting the IFoA's strategy and corporate plan.

Time commitment

The time commitment will be around one to one and a half working days per month. Most of the activities can be performed at the volunteer's convenience. There are bi-monthly Board meetings, which can be attended in person or by conference call. These meetings are held during working hours, usually at the IFoA's London office, with a video conferencing hook-up with the IFoA's Edinburgh office, but Board members are welcome to dial in from any location.

Tenure

This is a two year appointment as Deputy Chair with the hope that the volunteer will then, with the approval of Management Board, move into the role of Chair of the Resource and Environment Board.

Role of Chair

As part of the Board's succession planning process, the Deputy Chair will normally progress to the role of Chair. The current chair of the Resource and Environment Board would be happy to discuss the role of the Chair with a potential volunteer.

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 and Deputy Chair, together with a senior member of the Executive staff, subject to approval from the Management Board. The successful candidate will have the following qualities:

Required:

- Fellow or Associate of the IFoA
- a strong interest in Resource and Environment issues, and an enthusiasm for promoting their relevance to actuarial work in all fields, about developing career opportunities for actuaries in Resource and Environment related areas and about exploring how actuaries can serve the public interest
- ability to chair a meeting effectively
- ability to think strategically about how Resource and Environment issues affect actuaries and about opportunities for actuaries in the Resource and Environment area
- desire to deliver a service which benefits members of the IFoA in the UK and internationally
- ability to effectively delegate tasks to Board members and meet strict deadlines.

Desirable:

- work or volunteering experience in the Resource and Environment area
- prior experience as a Chair of an IFoA committee or working party
- wide range of contacts both within and outside the IFoA membership.

In return, the volunteer will:

- be able to influence and contribute to the practice area at a policy level
- be provided with excellent professional support and assistance during their tenure
- have the opportunity to extend their network of contacts in related areas.

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](#).

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

May 2017