



Institute
and Faculty
of Actuaries

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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 of the Institute and Faculty of Actuaries (IFoA) who live or work in Scotland.

We wish to hear from members of the IFoA in Scotland who would like to support the Scottish Board and to add their voice to developing some of the following:

- to develop Scotland's CPD events schedule via the hugely successful Knowledge Sharing Scotland (KSS) programme
- to engage with schools and universities across the region to promote the actuarial profession
- to look for opportunities to engage with other professional bodies
- to help shape the future uses of the Scottish Endowment Fund to enhance the actuarial profession in Scotland.

“Task” and “Person” Specification:

“Task” Specification

The Scottish Board's Terms of Reference can be found on page 66 of the IFoA's [Governance Manual](#) and includes:

- representing the IFoA and its activities in Scotland
- providing 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:

- 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.

Specifically the members of the Scottish Board will be working in the following areas:

1. planning and delivering the Knowledge Sharing Scotland CPD programme
2. engaging with the Professional Bodies' Forum of Scotland
3. engaging with schools and universities in Scotland to promote the actuarial profession
4. delivering effective communications to the Scottish actuarial community
5. representing the Scottish Board on the RTLC and SFRA
6. supporting the IFoA's public affairs work in Scotland
7. developing a programme of activities to be funded by the Endowment Fund
8. developing and implementing a fund raising campaign for the Faculty of Actuaries in Scotland Charitable Trust Fund
9. engaging with Scottish Employers in Scotland.

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

The time commitment would be 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 be the Leader and Deputy Leader of the Scottish Board, together with the secretary of the Scottish Board.

The successful volunteer 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:

- the chance to make a real difference to the profession in Scotland
- a copy of the Scottish Board “Key Information Pack” for reference and a link to the IFoA’s volunteer induction pack
- administrative support, as needed, from the secretary of the Scottish Board
- their name and their company name (if applicable) will appear in any listing of those members who are part of the Scottish Board.

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](#).

