

The Actuarial Profession

CAREERS COMMITTEE

Terms of reference 2008-2009

Objective: To promote The Actuarial Profession within schools and universities. To provide careers advice to potential actuaries and their advisers and to members of the Profession throughout their careers. To provide advice to careers advisers, academic institutions and bodies, actuarial employers and potential employers of actuaries.

Recruitment

1. To encourage suitable candidates to consider an actuarial career.
2. To provide information and careers support to employers to assist them in their promotion and recruitment of suitable students and actuaries.
3. To maintain contact with and supply information and careers literature to careers advisers in academic institutions, other professional bodies and government careers bodies; and other relevant contacts so that they are fully informed about the Profession.
4. To oversee the appointment and activities of the Profession's liaison representatives at universities and schools.
5. To oversee the job adverts placed on the website and careers aspects of other relevant media.
6. To provide support for any members or their employers attending careers events to promote a career as an actuary.

Management Information

7. To collect and maintain information on schools and universities in the UK and Ireland, including mathematics qualifications, type of institutions and key contacts.
8. To collect and analyse data concerning careers events attended to ensure we are getting value for money.
9. To collect data on students joining the Profession to assist with deciding where to focus our resources.

Promotion

10. To promote the Profession within the UK and Ireland education sector and seek to ensure an adequate supply of appropriate candidates into all areas of actuarial work.
11. To help school students, undergraduates and postgraduates to make informed decisions on their future career choices and advise on appropriate steps in becoming an actuary.
12. To liaise, via the Qualifications Executive Committee, with other Committees and Boards of the UK Profession to ensure a consistent approach in line with the Professions' core values, business plans and education initiatives.
13. To take responsibility for the careers pages on the Profession's website.
14. To provide careers support for actuarial employers and to encourage their participation in the careers work of Profession.
15. To promote the Profession in the careers press.
16. To ensure the Committee participates in careers promotional events hosted by the Profession.
17. To promote the work carried out by the Careers Committee to the Profession
18. To promote the Profession to employers who do not have actuaries thus creating demand.

Budget

19. To formulate, for approval by the Qualifications Executive Committee, a budget and to monitor it reporting on exceptions, whilst continuing to provide a service to potential actuaries and employers.

Confidentiality

20. Matters discussed in meetings are not normally considered confidential unless they are specified otherwise, in which case they must not be discussed with anyone not involved. The item will also not then appear in the open publication on the profession's website.
21. The Committee is to comply with the provision of the Governance Manual.

November 2008