



Institute and Faculty of Actuaries

Our pioneering 400 Club – volunteer members

Background

The 400 Club is an Institute and Faculty of Actuaries' (IFoA) initiative: it is an online feedback group open to all IFoA members (qualified and students) from around the globe. The 400 Club allows our members to have an effective voice in shaping the future of their profession. The 400 Club aims to represent the views of the entire membership body, and by sharing feedback with us you help us to track progress against our strategic objectives and future plans.

One of the key elements of the IFoA's strategy is "to offer excellent support that meets members' varied and evolving needs". The 400 Club was established in 2011 as part of this drive for excellence, and IFoA Directors, Council, and Management Board value this feedback. After each survey the **Feedback Report** is shared with 400 Club members, and these reports are also available online to all IFoA members in the members' area of our website. (Login is necessary)

"Task" and "Person" Specification

"Task" Specification

The commitment is not onerous. As a member of the 400 Club you will:

- receive an online survey up to six times during each Sessional year (from 1 July till 31 June)
- be asked to share your views on a broad spectrum of issues which are relevant to all members and to the profession as a whole
- have between two and three weeks to complete each online survey.

Your feedback is important to us

It is very important to us that we receive as high a response level as possible to all surveys, so:

- we keep a note of responses and will send a helpful reminder if you have not responded
- if you ever have to miss a survey, please let us know, as soon as possible.

If you find you no longer have the time to complete the surveys, please let us know as soon as you can, and we will take you off the 400 Club. You can, of course, volunteer to re-join the 400 Club again, at any time in the future. If you have missed two consecutive surveys and we have not heard from you, we will assume you would prefer to step down from the 400 Club.

Time Commitment

Surveys normally take between ten to 20 minutes to complete. Occasionally they may take longer if they are accompanied by a short report or paper which you are asked to read prior to completing the survey.

Tenure

Once appointed to the 400 Club you decide how long you wish to remain a member. You can stand down at any time by sending an email to [Debbie Atkins](#), Head of Engagement at the IFoA. However,

for continuity we hope you will remain part of the 400 Club, and share your feedback, for a period of two or three years.

Refreshing the membership of the 400 Club

We actively refresh the membership of the 400 Club each year, when we give you the opportunity to stand down and perhaps take on a different volunteer role for the IFoA.

“Person” Specification

To be a 400 Club volunteer you must be:

- a member of the IFoA (all membership categories are requested to volunteer)
- keen to share your views and help shape the future of the profession
- willing to find the time to complete each survey within the timeframe.

In return, 400 Club volunteers will be given:

- the opportunity to help shape the way the IFoA interacts with its members
- a real chance to get your voice heard
- the opportunity to request a silver volunteer recognition pin as a thank you for your support.

[Read what some members of the 400 Club have said about being involved.](#)

Claiming CPD

For the most part, you are being asked to provide your personal opinion.

However, if you are asked to undertake reading before completing a questionnaire and 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](#).

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