



The Institute and Faculty of Actuaries

Finance and Investment Lifelong Learning Sub-committee - Deputy Chair

The Institute and Faculty of Actuaries (IFoA) is seeking a proactive volunteer to join the Finance and Investment Lifelong Learning Sub-committee as Deputy Chair. We are looking for a member to take on this role and to help ensure the sub-committee covers a varied and appropriate range of topics in our CPD programme and annual conference.

This sub-committee reports to the Finance and Investment Board and has an active and important role shaping the content of lifelong learning opportunities for the IFoA Finance and Investment community; events that are a good mix of professionalism, current issues, regulatory importance and hot topics.

The sub-committee is tasked with:

- creating and developing an excellent and varied Finance and Investment lifelong learning and CPD events programme
- identifying content for annual conference
- identifying topics and potential speakers for specific events
- listening to and acting on members' feedback
- taking responsibility for and chairing the events.

'Task' and 'Person' Specification:

'Task' Specification

The Deputy Chair will specifically be tasked with:

- using the time in post to shadow the Chair and to prepare for the Chair role
- deputising for the Chair at relevant sub-committee meetings, sometimes at short notice
- organising and chairing at least one event each sessional year.

In addition, the Deputy Chair will also specifically drive forward one of the sub-committee's key task. The key tasks include the following:

CPD:

- development of the Finance and Investment lifelong learning and CPD programme and forward event planning including:
 - liaising with relevant boards/groups/committees and IFoA staff to plan content for events
 - developing and maintaining a framework outlining subject areas which need to be covered, and use this as a tool for planning appropriate provision. This includes ensuring that:
 - CPD covers a range of relevant topics
 - CPD is at various levels (beginner, intermediate and high)
 - CPD is provided in locations where there is a concentration of members within a specific practice area
 - there is appropriate professionalism development within the CPD programme

- monitoring and evaluating events (ensure feedback is acknowledged and new ideas are embraced/incorporated into event planning)
- exploring new ways to deliver learning opportunities for members
- working with the newly established Lifelong Learning Board addressing Finance and Investment education/syllabus needs.

Fostering a sense of community:

- ensure adequate communications (e.g. via e-newsletters, The Actuary Magazine and the IFoA's website) to members on areas of interest, or developments which impact on their work within the practice area or within the profession generally
- supporting the creation and establishment of Member Interest Groups (MIGs) and maintain oversight of their work
- encouraging the development of actuarial careers within the practice area, and identifying opportunities for career progression moving to or from another practice area.

Tenure

This is a two year appointment, with the intention of stepping up to the role of Chair at the end of tenure, subject to approval at that time.

Time commitment

The time commitment will be two to three days per quarter. The majority of this time will be for follow up actions between meetings however, participation will be required at four meetings per year. The meetings are usually held in London at the IFoA offices at Holborn Gate in London and/or by video conference call to allow us to extend the opportunity to all members. Location is not a barrier.

Role of Deputy Chair

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 Communities Manager, and the IFoA will try to provide the necessary assistance and in some cases training.

'Person' Specification

The post holder should be:

- a Fellow or Associate of the IFoA
- working in the Finance and Investment practice area with at least three years experience in finance and investment
- able to chair a meeting effectively and comfortable with public speaking
- keen to contribute to the content of the annual Finance and Investment conferences and other related events organised by, or through, the IFoA, as necessary.

In return, the volunteer will:

- be able to influence and contribute to the development of this practice area
- be provided with excellent professional support and assistance during your tenure on the sub-committee
- develop an effective network of contacts across the industry
- stretch personal and professional lifelong learning, which could include the opportunity to gain CPD for this support, if in accordance with the CPD scheme.

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