



Institute  
and Faculty  
of Actuaries

## Institute and Faculty of Actuaries

### Finance and Investment Research Sub-committee – Deputy Chair

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint a proactive and innovative volunteer to join the Finance and Investment Research Sub-committee. This key appointment will contribute to shaping the finance and investment community, work directly with the Finance and Investment Board and other committees to identify and facilitate cross practice research.

#### “Task” and “Person” Specification:

##### “Task” Specification

The post-holder will be someone who wishes to help drive the research agenda forward in line with the terms of reference and:

- be responsible for keeping up to date with IFoA led research and to push forward more member led finance and investment research
- identify future research needs and ideas, working with the Finance and Investment Board and the IFoA Research and Thought Leadership Board
- identify, promote and foster research opportunities providing guidance for member-led research working parties
- mentor and support the progress and needs of member-led working parties, taking personal responsibility for at least one working party
- provide strong content to the committee responsible for developing the programme for the finance and investment strand of the IFoA’s annual residential conferences.

The Deputy Chair will also specifically be tasked with the following:

- using the time in post to ‘shadow’ the Chair and to prepare for the Chair role
- deputising for the Chair at cross practice Research and Thought Leadership Board meetings
- acting as Chair at meetings which on occasions may be at short notice.

##### Tenure

This is normally a two year appointment as Deputy Chair, with the intention the Deputy Chair will step up to the role of Chair in July subject to approval of the Chair of the Finance and Investment Board.

##### Time commitment

Approximately one to two days per month. 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 held in London at the IFoA offices at Holborn Gate but attendance can be by conference call to allow us to extend the opportunity to all members. Location is not a barrier.

Participation will also be required at four Research and Thought Leadership Board meetings per year. Attendance at these meetings can be via conference call and dates are provided well in advance.

## **“Role of Deputy Chair”**

Once in post, if a Deputy Chair feels they need support in any aspect of the role, they should speak to their Chair and/or key Executive staff, and the IFoA will try to provide the necessary support and in some cases training. It is likely that this will be a short term Deputy Chair appointment, therefore assistance from the Executive will be available to help transition into the Chair role.

## **“Person” Specification**

The post holder should be:

- a Fellow or Associate of the IFoA with at least three years experience in the finance and investment practice area
- able to step in and to chair meetings effectively
- keen to look at new ways to help drive research forward and to encourage and support more member-led finance and investment research and identifying potential future research needs
- understanding of finance and investment matters in the wider context of the profession
- collegiate in approach with a desire to foster a sense of community amongst members of the sub-committee and to deliver a service which benefits members wherever they are based
- ideally has participated in an IFoA working party in the past, preferably as Chair
- well read widely and/or network on behalf of the IFoA to keep abreast of hot topics.

### **In return, the volunteer will:**

- be provided (from the Executive team) with excellent professional management support and assistance and will be able to enjoy the satisfaction of knowing they have helped shape the advancement of actuarial science in this practice area
- if asked to chair a working party and/or a workshop/plenary at a Finance and Investment conference or event, be offered guidance and support as to best practice
- have the opportunity to receive CPD for participating – if their contribution is relevant to their role and helps develop and broaden their skills, as set out in the CPD Scheme.

**April 2018**