



Institute
and Faculty
of Actuaries

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Health and Care Research Sub-committee - Deputy Chair

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint a proactive, innovative volunteer to take on the role of volunteer Deputy Chair of this sub-committee, with a view to progressing to the role of Chair.

“Task” and “Person” Specification:

“Task” Specification

The candidate will:

- be responsible for keeping abreast of any IFoA led research and to push forward more member led Health and Care research
- identify potential future research needs in order to inform the Health and Care Board
- provide feedback to Health and Care Board through the Chair of the Health and Care Research Sub-committee as required
- 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 responsibility for at least one working party
- provide contributions to the sub-committee responsible for developing the programme for the Health and Care annual residential conference.

As well as these tasks which all Health and Care Research Sub-committee members are asked to undertake, the Deputy Chair will also specifically be tasked with the following. This will include:

- using the time in post to ‘shadow’ the Chair and to prepare and make plans for your time as Chair
- deputising for the Chair at cross practice Research and Thought Leadership Committee meetings
- acting as Chair at any other meetings in the Chairs’ absence. As such, on occasion, this may require the Deputy Chair to ‘stand-in’ at short notice.

Tenure

This is a one year appointment as Deputy Chair, with the intention that the Deputy Chair will step up to the role of chair at the end of the one year term.

Time commitment

The time commitment is approximately half a day per month. Attendance would be required at five two hour meetings per year. These meetings take place in London, and attendance by either videoconference or teleconference is possible.

As with all research sub-committee members, the Deputy Chair will also be expected to ‘shadow’ working parties, which will require keeping in routine contact with working party chairs and providing updates at LRC meetings. When new working parties are launched, the shadow will also be expected to lead first meeting of new volunteers (for those working parties he/she has been assigned to shadow).

“Role of Deputy Chair”

The appointment of Deputy Chair is a good stepping stone to becoming Chair and it is hoped that the Deputy will become Chair. As such, the Deputy should be mindful of the Terms of Reference for this sub-committee and its reporting structure. The Task and Person Specification for the Chair is available if a potential volunteer would like to view it.

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 key Executive staff supporter, and the IFoA will try to provide the necessary support and in some cases training.

“Person” Specification

The Deputy Chair will be selected by the current Chair together with a senior member of the Executive staff, and will be reviewed and approved by the Health and Care Board. He or she will require to be someone who:

- is a Fellow or Associate of the IFoA, or an actuarial academic
- is able to step in to chair a meeting effectively
- is keen to look at new ways to help drive research forward and to encourage and support more member-led Health and Care research and identifying potential future research needs
- has a broad understanding of Health and Care matters in the wider context of the profession
- has a collegiate approach and a desire to foster a sense of community amongst members of the committee and to deliver a service which benefits members in the UK and internationally
- has participated in an IFoA working party in the past, either as Chair or as a member and is able to chair a meeting effectively
- will network on behalf of the IFoA to keep abreast of hot topics.

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