



Institute
and Faculty
of Actuaries

Deputy Chair – Health and Care Lifelong Learning Sub-committee

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint a qualified member to take on the role of volunteer Deputy Chair of the Health and Care Lifelong Learning Sub-committee. The committee is principally responsible for the technical programming of the Protection, Health and Care Conference and of any other Health and Care events.

Task and Person Specification:

Task Specification

- As well as tasks which the Health and Care Lifelong Learning 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 as needed when the Chair is unable to join a meeting
 - 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
 - taking responsibility for ensuring feedback is sought and used for future CPD and events
 - possibly being asked to Chair events organised by the sub-committee.

Tenure

This is a two year appointment as Deputy Chair, with a view to progressing to the role of Chair with an additional two year tenure.

Time commitment

The time commitment is three to seven hours per month, which includes attendance at the sub-committee meetings. The sub-committee is expected to meet five to six times a year, either in person or via conference call/video conference. Meetings will usually be between one and two hours. International members are encouraged to volunteer and can contribute via conference call/videoconference. The members will also be expected to respond to emails and any issues that arise in between meetings.

“Person” Specification

After the closing date, all expressions of interest will be followed up by the Chair of the sub-committee, the Chair of the Health and Care Board and a senior member of the IFoA's Executive staff. There will be an opportunity for you to discuss the remit, and ask any questions, at that time.

He or she will require to be:

- a Fellow or Associate of the IFoA who is working in the Health and Care practice area and has a good grasp of the relevant technical aspects
- willing to foster a sense of community amongst members of the sub-committee and to deliver a service which benefits members in the UK and internationally
- able to network on behalf of the profession to keep abreast of emerging issues, including horizon scanning, and 'hot topics' of relevance to the practice area

- able to meet committee deadlines and answer emails as needed
- willing to seek feedback/input from colleagues and peers in relation to areas of improvement in the influence and contribution of the sub-committee.

In addition, it would be helpful if the Deputy Chair also has:

- experience in one or more fields of Health and Care and an understanding of the current and evolving Health and Care environment
- a growing network and profile in the practice area.

In return, the volunteers will:

- be provided (from the Executive team) with excellent professional management support and assistance as required and will be able to enjoy the satisfaction of knowing that they have helped shaped advancement of actuarial science in this practice area
- if asked to chair a conference plenary or workshop, be offered guidance and support as to best practice.

Members will be asked to assist with setting the technical aspects of the programme for the conference, but there is no requirement for sub-committee members to attend the conference.

Claiming CPD

If 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](#).

In addition to the above, the Task Specification details for a member of the Health and Care Lifelong Learning Sub-committee will also apply – see below:

Task Specification

Candidates will:

- be responsible for ensuring the IFoA is meeting the Life Long Learning/CPD needs of actuaries who work in the Health and Care practice area;
- specifically consider and focus on the matters set out in the (TBD) Terms of Reference and in particular will focus on the following:
 - technical content and volume of events, principally the annual conference:
 - drawing up the list of topics for the call for speakers
 - participating in the technical evaluation of submissions and the programming of the technical aspects of the conference
 - undertaking a peer review of slide packs submitted from the conference and other events
 - analysing feedback from the conference and other events and taking this into account when planning future events
- considering the location / accessibility of access to CPD for members (no matter where they are based) and innovation in terms of looking at, and testing, new delivery methods
- periodic review of the core reading for the Health and Care examination topics, as requested by the IFoA Education Actuary for Health and Care.

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