



The Institute and Faculty of Actuaries

Deputy Chair - Lifelong Learning (Life Practice) Sub-committee

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

This volunteer will be someone who has a passion for developing a programme of CPD events and topics which enhance the education and continuing professional development of their peers working in the Life practice area. This volunteer will also ensure committee input in delivering an updated and suitable syllabus.

“Task” and “Person” Specification:

“Task” Specification

Candidates will:

- be responsible for ensuring the IFoA is meeting the CPD needs of actuaries who work in the Life practice area
- specifically consider and focus on the matters set out in the Terms of Reference and in particular will focus on the following:
 - content and volume of CPD events
 - format of events
 - 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
 - analysing feedback and building this into future planning
 - education syllabus and core reading as needed and in collaboration with the appointed education actuary
- provide oversight of the committee responsible for developing the programme for the Life Conference
- be expected to have oversight and help organise content for one event per year.

As well as tasks which the Lifelong Learning Sub-committee members are asked to undertake, the Deputy Chair will also specifically be tasked with the following. This will include:

- acting as Chair at Sub-committee meetings in the absence of the sub-committee Chair
- deputising at the Life Board for the sub-committee Chair

Tenure

This is a two year appointment.

Time commitment

The time commitments is half a day per month, which includes attendance at sub-committee meetings. The sub-committee is expected to meet five times a year, either in person or via teleconference or videoconference. Meetings will usually last two hours.

The members of this sub-committee will also have oversight of the Life Conference Programme Sub-committee and as such some time will be required for liaison with this group.

“Person” Specification

The Chair will ideally:

- be a Fellow or Associate of the IFoA who is working in the Life practice area
- be willing to foster a sense of community amongst members of the committee and to deliver a service which benefits members in the UK and internationally
- be 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.
- be able to meet sub-committee deadlines and answer emails as needed
- be 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 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 you have helped shaped advancement of actuarial science in this practice area
- if asked to chair a CPD event or a workshop/plenary at the conference, be offered guidance and support as to best practice
- have the opportunity to claim CPD for some of the activities associated with this role if they meet the criteria set out in the CPD Scheme.

March 2018