



## The Institute and Faculty of Actuaries

### Lifelong Learning (Life Practice) Sub-committee - member

The Institute and Faculty of Actuaries (IFoA) is seeking proactive, innovative volunteers to join this sub-committee to help drive the development of actuarial practice in the Life practice area.

#### “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 annual residential conference.

##### Tenure

This appointment is for a three year period.

##### Time commitment

The time commitment is a quarter to 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, via videoconference or conference call, and meetings normally last two hours. Additional work contacting speakers for events will take place between meetings. The members will also be expected to handle emails and any issues that arise in between meetings.

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

##### “Person” Specification

The sub-committee member 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 prepared to lead on the development of the programme for one or more events annually.
- be able to meet 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 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**