



Institute
and Faculty
of Actuaries

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Deputy Chair– Pensions Consultations Sub-committee

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint a proactive volunteer with Pensions expertise to take on the role of Deputy Chair for the Pensions Consultations Sub-committee in order to help this group achieve their aims and objectives as set out in their Terms of Reference.

“Task” Specification

As well as tasks which the sub-committee members are asked to undertake, the Deputy Chair will also specifically be asked to take on the following tasks to help the Chair and to aid the transition into the role of Chair in due course:

- acting as Chair at meetings in the Chairs’ absence. As such, on occasion, this may require the Deputy Chair to ‘stand in’ at short notice
- using the time in post to shadow the Chair and to prepare and make plans for time as Chair
- on occasion, using your network of contacts to help feed in to specialist consultations where you, or other members of the sub-committee do not have the specific knowledge or expertise.

Reporting

You will report in to the Chair and ultimately the Pensions Board.

Tenure

This is a two-year appointment with a view to two additional years as Chair of the Pensions Consultations Sub-committee.

Time commitment

Meetings are held on an ad hoc basis, which are dependent on the number of relevant pensions consultations the sub-committee is asked to review. Attendance can be by conference call. Outside of the meetings, sub-committee members are expected to contribute to relevant IFoA consultation responses as well as engage with key external stakeholders on policy matters. Given the nature of consultation responses, the time commitment tends to vary from individual to individual and from year to year. The work can be carried out at a time that suits the individual.

“Person” Specification

The Deputy Chair of the sub-committee will be selected by the current Chair together with the Chair of the Pensions Board and Executive staff. He or she will require to be someone who:

- is a Fellow or Associate of the IFoA, working in the Pensions practice area
- has an excellent understanding of the issues surrounding Pensions and the related regulatory framework
- has a broad understanding of Pensions matters in the wider context of the profession
- is willing to work collegiately with members of this sub-committee and key Executive staff

- is able (or willing to learn how to) chair a meeting effectively
- will network on behalf of the IFoA to engage with key stakeholders
- is happy to give their opinion
- will be able to meet strict deadlines.

In return, the volunteer will:

- be able to influence and contribute to the practice area at a public policy level
- be provided with excellent professional support and assistance during your tenure on the sub-committee
- develop a network of contacts with stakeholders.

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.

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