

# Terms of Reference

## SCOTTISH BOARD

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#### Purpose

Encourages development of the actuarial community, advancement of academic development and a raised public profile in Scotland.

#### Key Responsibilities

##### 1. Governance

- a) Complies with the Governance Manual.
- b) Chair to be responsible for ensuring that the Board's activities support the IFoA principles of equality, diversity and inclusion.
- c) Appoints leaders and members and sets objectives for the following sub-groups:

#### Lifelong learning

Group	Tasked with
KSS/actuarial CPD	Continue the existing CPD sessions
Schools/university engagement	Highland maths challenge, Lothian schools, university prizes, schools prizes.
RTLB & SFRA	Representation & liaison

#### Being sought after

Group	Tasked with
Professional Bodies Forum/wider networking	Liaison/events with other professional bodies
Communications	Liaise with <i>The Actuary</i> , draft Scottish Newsletter, charitable trust communications
Employer engagement	Employer events, Student/Qualified transition

#### Leading professional body

Group	Tasked with
Public affairs	Interfaces with Scottish community/public affairs
Endowment Fund & Charitable Fund	Oversee existing commitments and source additional funding, organize events. Come up with ideas, review suggestions

## **2. Planning and reporting**

- a. Reports to Management Board on activities and progress.
- b. Makes recommendations on the use of funds from:
  - i. Scottish Endowment Fund
  - ii. Faculty of Actuaries in Scotland Charitable Trust.

## **3. Oversight**

- a. Monitors the work of the sub-committees.
- b. Ensures that there is sufficient and appropriate professional activity taking place for members of the Scottish constituency.

## **4. Other responsibilities**

- a. Represents the Scottish constituency and encourages a sense of community.
- b. Develops closer links with key Scottish stakeholders such as academics, employers, government and other professional bodies.
- c. Enhances the profile of actuaries in Scotland.
- d. Encourages and advances academic development in Scotland.
- e. Encourages volunteers for IFoA activities from the Scottish constituency.

## **Membership**

The Board shall comprise:

1. Members of Council elected by the Scottish constituency.
2. In addition, members of Council elected by the Scottish constituency may co-opt as many other persons as they consider appropriate.

The Leader (Chair) shall be elected annually by the Board.

## **Specific Procedural Rules**

1. Should a vote be required, all votes are of equal standing, However, no binding decisions can be made when the number of co-opted members voting exceeds the number of members of Council elected by the Scottish constituency voting.