



The Institute and Faculty of Actuaries

Deputy Leader of the Scottish Board

The Institute of Faculty of Actuaries (IFoA) is seeking to appoint a volunteer to become Deputy Leader of the Scottish Board. This volunteer will be someone who is keen to build on the excellent work already underway and have a real desire to lead and influence the outputs of this board, in Scotland.

“Task” and “Person” Specification:

“Task” Specification

As well as tasks which the board members are asked to undertake, the Deputy Leader will also specifically be asked to take on the following tasks to help the Leader and to aid the transition into the role of Leader in due course.

This will include:

- acting as Chair at Scottish Board meetings in the Leader's absence. As such, on occasion, this may require the Deputy Leader to “stand-in” at short notice
- to take responsibility for ensuring there is appropriate Scottish Board representation at external and internal events to actively network and raise the profile of the IFoA in Scotland
- to liaise closely with the Leader of the Scottish Board and to act in an advisory capacity for the Leader of the Scottish Board on matters arising which are both strategic and practical
- with agreement from the Leader, be willing to chair, and drive forward, at least one sub group emanating from the work of the Scottish Board
- using the time in post to shadow the Leader and to prepare and make plans for time as Leader.

Tenure

This is a one/two year appointment. It is hoped that the appointment of Deputy Leader will be a good stepping stone to becoming Leader of the Scottish Board but this transition is not automatic.

Time Commitment

1½ - 2 days per month. This is made up in the following ways; attendance at Board meetings, Board meetings are for a duration of two and a half hours and take place four times a year, from August to June. These are held in the IFoA's Edinburgh office and attendance can be by conference call where necessary. The Deputy Leader will also be involved, between meetings, in progressing the board's objectives and in representing the interests of the board, including but not limited to; sessional meeting, KSS sessions and other networking events. .

“Role of the Leader”

The appointment of Deputy Leader is regarded as an excellent opportunity to prepare for, and become Leader, in line with succession planning. As such, the Deputy should be mindful of the Terms of Reference for this Board and its reporting structure.

Once in post, if a Deputy Leader feels they need support in any aspect of the role, they should speak with the Leader and/or key Executive staff contact, and the IFoA will try to provide the necessary support and in some cases, training.

Reporting

To the Leader of the Scottish Board.

“Person” Specification

The Deputy Leader will be someone who:

- is an Associate or Fellow of the IFoA and based in Scotland
- be able to chair a meeting effectively and ideally has acted in the role of Chair on another IFoA committee, working party or a Subgroup of the Scottish Board
- has a collegiate approach and a desire to foster a sense of community amongst members of the board and to deliver a service which benefits members in Scotland
- is willing to represent the IFoA at external and internal events
- is comfortable at public speaking
- is keen to network on behalf of the IFoA
- will ensure the Terms of Reference are at the focus of activities and that the board is supporting the IFoA's Strategy and Corporate Plan

In return, the volunteer will:

- be able to help drive forward the actuarial profession in Scotland.
- be provided with excellent professional support and assistance during your tenure on the board
- develop an effective network of contacts

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](#).

June 2019