



Institute  
and Faculty  
of Actuaries

## The Institute and Faculty of Actuaries

### Chair of Education Committee

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint an appropriately experienced volunteer to chair the IFoA's Education Committee.

We encourage applications from a diverse range of potential candidates, in terms of, but not exclusively gender, age, disability and ethnicity, as well as reflecting the geographical spread and practice areas of our membership.

### Task and Person Specification:

#### Task Specification

##### Background

The IFoA is the UK's only chartered professional body dedicated to educating, developing and regulating actuaries based around the globe. We have a worldwide membership of over 30,000 of which over 50% are student members. 47% of our membership and 64% of our students are based outside the UK, reflecting the increasingly global nature of actuarial practice.

Our Council sets the IFoA's strategy, with Executive staff responsible for its execution. The Lifelong Learning Board is responsible for the oversight of delivery of specific aspects of this strategy related to the pre-qualification education of actuaries, and their continuing professional development and lifelong learning. The Board delegates the operational aspects of the pre-qualification processes to the Education Committee to oversee.

The Chair of this committee will be expected to

- Understand and adhere to good governance.
- Challenge, scrutinise and support proposals for best practice.
- Lead the committee in key decision making providing independent judgement.
- Guide the committee in fostering a mutually respectful relationship with the Executive.
- Motivate all committee members to offer constructive comment and input at meetings.
- Focus the activities of the committee to support the ToR and deliver on the Corporate Plan.

#### Reporting

The Chair of Education Committee will report into Lifelong Learning Board.

## **Tenure**

The Chair will be appointed for a period of two years.

## **Time Commitment**

The Education Committee meets five times each year for half a day and participation will be via face to face meeting in London, by telephone or video conference call. The timings of the meetings are arranged to be sympathetic to the times zones of any international members.

In addition to these meeting there will be follow up actions and communications between meetings by email and telephone.

The total annual time commitment is around 60 hours.

## **Person Specification**

### **Essential**

- Experience as an effective Chair.
- Understanding of the current IFoA's pre-qualification processes.
- Ability to exercise independent judgement and to think objectively.
- Strong and effective communication and interpersonal skills.
- Sound commercial acumen.
- Recognising the need to respect cultural and language differences.

### **Desirable**

- An appreciation of the challenges facing professional bodies.
- Experience of helping or supporting a business with global expansion.
- Understanding of the strategy of the IFoA, particularly its education strategy.
- Awareness of advances in the education sector that could support current and future members.

**August 2018**