



Institute and Faculty of Actuaries

Life Conference Programme Committee - Deputy Chair

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint a proactive, innovative volunteer to take on the role of volunteer Deputy Chair of this committee, with a view to progressing to the role of Chair.

“Task” and “Person” Specification

“Task” Specification

As well as tasks which the Life Conference Programme Committee members are asked to undertake, the Deputy Chair will also specifically be tasked with the following:

- using the time in post to shadow the Chair and to prepare and make plans for time as Chair
- work closely and in partnership with the Events team and Communities team to design the delegate feedback survey which will be used at the forthcoming conference, in order to obtain accurate and informative feedback on the topics, presentations and speakers. Plus, to also help analyse the delegate feedback survey results based on the previous year’s feedback and to co-ordinate and encourage additional feedback and intelligence gathering from the committee members
- act as Chair at meetings in the Chairs’ absence. As such, on occasion, this may require the Deputy Chair to ‘stand-in’ at short notice.

Tenure

This is a one year appointment as Deputy Chair. The appointment of Deputy Chair is a good stepping stone to becoming Chair. It is hoped that the Deputy will become Chair, leading to another one year appointment, but this transition is not automatic.

Time Commitment

One to two meetings/conference calls per month, plus time spent in between meetings reviewing workshop submissions/gathering plenary speaker ideas (approximately a half day per month).

“Person” Specification

The Deputy Chair will be selected by the current Chair together with a senior member of the IFoA Executive staff, and subject to approval from the Chair of the Life Practice Area Lifelong Learning Sub-committee and the Chair of the Life Board. He or she will require to be someone who:

- is a Fellow or Associate of the IFoA
- is able to chair a meeting effectively
- is comfortable at public speaking
- is keen to look at new ways to help shape the content and theme of the programme for the conference into a continually valuable and highly rated event
- will encourage the committee to work collaboratively
- will network on behalf of the profession, to keep abreast of hot topics.

In addition to the above, the Task and Person Specification details for members of the Life Conference Programme Committee will also apply.

November 2018