



Institute  
and Faculty  
of Actuaries

## The Institute and Faculty of Actuaries

### Deputy Chair of the Board of Examiners (paid role)

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint an appropriately experienced individual to become the Deputy Chair of the IFoA's Board of Examiners.

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.

The IFoA Council sets the 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 oversight and assessment of the qualification standards to the Board of Examiners.

The Board of Examiners has the following responsibilities:

- to safeguard and monitor the academic standards of the IFoA qualifications
- to ensure that assessment, marking and moderation processes are appropriate, rigorous and fair
- to ensure equity of treatment for students
- to ensure that the assessments have been conducted within the IFoA's regulations and guidance
- to confirm subject marks and determine the pass list for each subject
- to highlight any issues for discussion at Lifelong Learning Board or Education Committee
- to consider any matter referred to it by Lifelong Learning Board.

The Deputy Chair of Board of Examiners will be expected to support the Chair to:

- ensure that the Board carries out its responsibilities in a proper and impartial manner and in accordance with the IFoA governance
- make sure that all the responsibilities of the Board are met, and that the Board is properly constituted
- make certain that the secrecy of the exam papers is maintained
- confirm that all assessments have been comprehensively and consistently marked and moderated
- consider and sign off any appeals that move to a pass
- make a judgement and sign off assessment prizes
- sign off the minutes from each Board meeting
- lead the Mitigating Circumstances Panel in key decision making providing independent judgement

- be responsible for all communications between the Board of Examiners and the Education Committee and Lifelong Learning Board
- prepare a biannual report on the candidate performance and assessment procedures for submission to the Lifelong Learning Board
- take action on behalf of the Board of Examiners outside the meetings where the matter is urgent or where for some reason the Board of Examiners does not have sufficient information or is for some other reason unable to reach a decision in the meeting
- lead the Board in fostering a mutually respectful relationship with the Executive.

## Reporting

The Deputy Chair of the Board of Examiners will report to Chair of the Board of Examiners.

## Tenure

The Deputy Chair of the Board of Examiners will be appointed for a period of two years.

## Time commitment

The Board of Examiners meets four 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.

The role also requires participating in the mitigating circumstances panel which takes place immediately after each Board meeting for a maximum of two hours.

In addition to these meeting there will be follow up actions and communications between meetings by email and telephone, along with an annual examiners meeting.

The role is an *ex officio* member of the Education Committee. 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.

The total annual time commitment is around 100 hours.

## Remuneration

The appointment will be remunerated through the IFoA payroll. The fee will be discussed with any candidate taken forward to interview. The fee (gross) is payable per annum, plus out of pocket expenses in accordance with the IFoA's Volunteer Expenses Policy.

## Person Specification

### Essential

- experience as an effective Chair
- experience of maintaining examination standards either within the IFoA, within another professional body or within an actuarial department in an academic environment
- understanding of the current IFoA's pre-qualification processes
- 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
- ability to exercise independent judgement and to think objectively
- strong and effective communication and interpersonal skills
- 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.

**April 2018**