



The Institute and Faculty of Actuaries

Finance and Investment Education and Continuing Professional Development (ECPD) Sub-committee – member

The Institute and Faculty of Actuaries (IFoA) is seeking proactive, innovative volunteers to join the Education & Continuing Professional Development Sub-committee to help shape and contribute to the Finance and Investment practice area.

“Task” and “Person” Specification:

“Task” Specification

- development of Finance and Investment CPD programme and forward event planning including:
 - liaison with relevant Boards/groups/committees and relevant profession staff to plan content for cross-practice events
 - develop and maintain a framework which summarises the main subject areas which need to be covered, and use this as a tool for planning appropriate provision. This includes ensuring that:
 - CPD covers a range of relevant topics
 - CPD is at various levels (beginner, intermediate and high)
 - CPD is provided in locations (UK and International) where there is a concentration of members within a specific practice area
 - Ensure there is appropriate professionalism development within the CPD programme.
- monitoring and evaluating events (ensure feedback is acknowledged and new ideas are embraced /incorporated into event planning)
work in collaboration with the other practice areas to develop content for the annual conference providing regular updates to the Finance and Investment Board.

Education:

- working with the Education Board, via staff actuary, on developments in the practice area which impact on the examinations syllabus and education needs of members. Regular review of the exam syllabus
- review of core reading in accordance with annual timetable (as advised by staff actuary) and writing and maintaining core reading material as required/approving the sourcing of additional volunteers to assist in this task, as required.

Fostering a sense of community

Activity to foster a sense of community amongst members in the practice area by:

- ensuring that there are adequate communications (e.g. via practice e- newsletters, The Actuary magazine and the IFoA's website) to members on areas of interest, or developments which impact on their work within the practice area or within the profession generally. These communications might be delegated out to the other subcommittees where the subject area falls within their remit
- supporting the creation and establishment of Member Interest Groups (MIGs) and maintain oversight of their work

- encouraging the development of actuarial careers within the practice area, and identifying opportunities for career progression moving to or from another practice area.

Tenure

This is a three year appointment.

Time Commitment

This will be one to one and a half days per month. Attendance would be required at four sub-committee meetings per year which are usually held at Holborn Gate, London, but some attendance may be by conference call. Volunteers will also be involved, between meetings, in progressing the sub-committee's objectives and representing the interests of the sub-committee as required.

“Person” Specification

Candidates will ideally:

- be working in the Finance and Investment practice area based in the UK
- have a desire to help shape and develop the future of the Finance and Investment community of the IFoA
- be able to identify key issues affecting the Finance and Investment practice area affecting members within and outside the UK as these arise
- be able to devote time as necessary in between meetings
- dial in to sub-committee meetings prepared and armed with ideas for current agenda items, hot topics, themes and content and to update the subcommittee on needs of the international community as applicable
- help develop input into the specific projects or topics or research projects and to help develop the position of the IFoA on key issues
- be able to meet strict sub-committee deadlines
- be willing to seek feedback/input from colleagues and peers in relation to areas of improvement in the influence and contribution of the sub-committee.

In return, the volunteer will:

- be able to influence and contribute to the practice area at a policy level
- be provided with excellent professional support and assistance during your tenure on the sub-committee
- develop an effective network of contacts across the industry.

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](#).

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