



# Institute and Faculty of Actuaries

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### Life Conference Programme Committee - member

The Institute and Faculty of Actuaries (IFoA) is seeking proactive, innovative volunteers to join this committee to help shape the content and theme of the programme. The principal role of the volunteers is to provide a technical actuarial resource to review and select sessions, to produce a balanced programme from a technical point of view and to support the peer review of the final submissions to ensure a high standard of presentation.

### “Task” and “Person” Specification

#### Candidates will ideally:

- be working in the Life practice area with an excellent awareness of the hot topics
- be a member of the IFoA. We are primarily looking for Fellows or Associates with experience in this sector, however, we want to capture all views and one place on the committee may be awarded to either a student, a newly qualified member and/or a non-member who can demonstrate they have considerable experience in this sector. We are also particularly keen to increase the representation of life office members on this committee
- have a desire to help shape the 2019 conference into a relevant information resource and networking platform
- be able to join one meeting per month at Holborn Gate, in London (either in person or via conference call), plus spend time in between meetings reviewing workshop submissions and gathering plenary speaker ideas (equivalent of half a day per month) – especially in the first six months when planning is at its most intense
- participate in committee meetings armed with ideas for current hot topics, themes and content and to ensure deadlines and commitments are met, in between meetings
- help source and suggest outstanding plenary speakers/speakers for the workshops
- be able to meet strict project deadlines
- be willing to seek feedback/input from colleagues and peers in relation to suggestions for topics and areas of improvement for the conference
- undertake a peer review of a proportion of the final workshops and plenary sessions
- be willing to take your turn to act as the Chair of a workshop/plenary at the conference
- act in an advisory role in order to provide feedback to the events team on their plans for the conference in relation to communications, marketing, and images.

***Non technical aspects of the conference will be the responsibility of the IFoA Executive.***

#### In return, the volunteers will:

- receive a discounted delegate rate for their attendance at the conference in 2019. This discounted rate can be up to 10% and is awarded at the IFoA's discretion. This will only be offered if the committee member has attended and participated in at least half of all committee meetings. Further details will be confirmed by the Event Manager
- be provided with (from the Executive team) excellent professional event management support and assistance required, and will be able to enjoy the satisfaction of knowing that they have helped shape the 2019 conference
- if asked to chair a working party and/or a workshop/plenary at the conference, guidance and support as to best practice will be offered
- name, and employer's name, will appear on the Committee Members list in the printed programme and on our website.

## **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](#).

**November 2018**