



## Policy and Public Affairs Board (PPAB)

### “Task” and “Person” Specification:

#### “Task” Specification

As a member of the Policy and Public Affairs Board (PPAB) your tasks will be to:

1. support the strategic development of the IFoA’s public affairs and policy agenda, and its marketing and communications activities
2. assess activity against the IFoA’s public affairs strategy and provide direction accordingly
3. approve an annual public affairs and policy plan and monitor progress
4. have oversight of the IFoA’s public affairs and policy outputs, including, but not limited to:
  - media releases
  - communications to key stakeholders
  - consultation responses
  - policy briefings and position statements
5. support the development of an evidence / experience-based approach
6. support the delivery of an integrated public affairs programme by representing the IFoA with key partner stakeholder groups.

#### Reporting

PPAB reports in to Management Board.

#### Tenure

Tenures will be in line with the Governance Manual, unless agreed otherwise upon appointment.

#### Time Commitment

PPAB will meet three times a year. In addition, regular review of content via email is required. It is likely that members will be asked to review documents on an almost weekly basis. For the vast majority of these documents members will be given one week to provide comment.

### “Person” Specification

Applicants are required to be a qualified member of the IFoA, and have an active interest in policy and public affairs, and in developments and trends in marketing and communications.

In particular, we are looking to fill some specific gaps on the Policy and Public Affairs Board, namely:

- experience of working with other national or international actuarial associations, and negotiating cross-border agreements with such bodies
- having or developing effective networks with policymakers and/or international actuarial organisations
- knowledge of trends and developments in marketing and communications and social media
- an in-depth knowledge of one or more of the key policy priority areas, which are:

- Ageing population
- Evolving risks and the future of insurance
- Investing for sustainable growth
- Resource and environment

Qualified members of the IFoA who meet any of these specific person requirements are encouraged to apply.

**In return, the volunteer will:**

- be able to contribute to and inform the public debate on our priority policy areas
- be provided with professional support and assistance during your tenure on the board
- gain experience in policy and public affairs, including consultation responses, media statements and policy briefings.

**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](#).

**December 2018**