



Institute
and Faculty
of Actuaries

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Deputy Chair – Pensions Lifelong Learning Sub-committee

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint a volunteer to join the Pensions Lifelong Learning Sub-committee as Deputy Chair. This is a great opportunity to become involved in managing the current Pensions CPD programme as well as shaping the future provision of Pensions CPD by the IFoA.

As part of our succession planning, it is hoped that the Deputy Chair will use the time to shadow the Chair and prepare to take over the role of Chair, in due course.

This sub-committee is currently responsible for organising pension's events, including the annual conference per year providing CPD to over 1,000 pension's actuaries. The sub-committee's remit includes defining what events will be run, shaping the event programmes, securing speakers and reviewing post event feedback. The sub-committee is supported by members of the Professional Communities team and the IFoA Events team.

Applicants for the Deputy Chair role will ideally have a growing industry profile and a good network of contacts. They will be someone who is keen to build on the strong foundations already created and have a passion to help shape and drive forward the Pensions practice area for the future.

“Task” Specification

As a member of the Pensions Lifelong Learning Sub-committee the individual will be asked to take the lead in organising at least one pension's event each calendar year. For a smaller event this includes defining the event programme, securing speakers, assisting with developing the event marketing with IFoA support and chairing the event. For a larger event such as Current Issues in Pensions, this will involve managing a group of volunteers, typically from outside of the sub-committee, who have agreed to organise the larger event. In both cases support is provided from the Pensions Lifelong Learning Sub-committee as a whole as well as the IFoA team.

In addition to the above the Deputy Chair will also take on the following tasks to support the Chair and to aid the transition into the role of Chair in due course. These tasks include:

- working alongside the Chair to identify key and emerging work streams within the Pensions Lifelong Learning Sub-committee
- becoming familiar with the Terms of Reference and reporting structure of the Pensions Lifelong Learning Sub-committee and other Pensions sub-committees and to help drive the outputs to support the Pensions community
- taking responsibility for overseeing and driving forward at least one specific responsibility or project of this sub-committee
- acting as Chair at meetings in the Chair's absence
- using the time in post to shadow the Chair and to prepare and make plans for potentially taking on the role as Chair.

Reporting and selection:

The Deputy Chair will report to the Chair of the Pensions Lifelong Learning Sub-committee and ultimately the Chair of the Pensions Board. The Deputy Chair will be selected by the Chair of the Pension Lifelong Learning Sub-committee, a member of the IFoA Executive staff and the Chair of the Pensions Board.

Tenure

This is a two year appointment, typically followed by a two year appointment as Chair. The transition to Chair is not automatic.

Time commitment

The time commitment would be one hour meetings every quarter, from September through to July, plus approximately another hour per month (more when managing a specific event) for follow up emails/calls etc. These meetings are usually held in Holborn Gate, London, but participation by conference call is encouraged to allow us to widen the opportunity to more members.

“Person” Specification

The Deputy Chair will be someone who:

- is a Fellow or Associate of the IFoA
- has a good or growing network and profile in the Pensions practice area
- has an interest in CPD provision and is able to commit the time necessary to ensure the Education and CPD programme is delivered successfully by this sub-committee
- is able to chair a meeting effectively, or willing to learn
- has a broad understanding of Pension matters in the wider context of the profession
- has a collegiate approach and a desire to foster a sense of community amongst members of the sub-committee and to deliver a service which benefits members
- will ensure the Terms of Reference and the Start of Session report are at the focus of activities and that the sub-committee is supporting the IFoA’s strategy and corporate plan
- will network on behalf of the IFoA to keep abreast of emerging issues, including horizon scanning and ‘hot topics’ of relevance to the practice area
- will be able to effectively delegate tasks to sub-committee members and be able to meet strict deadlines.

In return, the volunteer will:

- be a key stakeholder in shaping the future provision of Pensions Education and CPD provided by the IFoA
- be able to influence and contribute to the Pensions Practice Area at a policy level
- become Chair of the Pensions Life Long Learning sub-committee in due course and join the Pensions Board (subject in both cases to various approvals at the time of the incumbent Chair stepping down)
- be provided with excellent professional support and assistance during their tenure on the Pensions Life Long Learning sub-committee
- enhance and build an excellent network of contacts across the industry
- have the opportunity to gain CPD for this support if this is in accordance with the CPD Scheme.

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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