



## Institute and Faculty of Actuaries

### Scottish Board Member

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

##### “Task” Specification

The Scottish Board's Terms of Reference can be found on page 65 of [the IFoA's Governance Manual](#) and includes:

- representing the IFoA and its activities in Scotland
- providing a focus for its members based in Scotland or who have strong links to Scotland.

Each member of the Scottish Board takes on a special responsibility to work in partnership with the IFoA Executive staff and to drive forward an area of activity for the Board. Some of these activities include:

1. planning and delivering the Knowledge Sharing Scotland (KSS) CPD programme
2. engaging with the Professional Bodies' Forum of Scotland
3. engaging with schools and universities in Scotland to promote the actuarial profession
4. delivering effective communications to the Scottish actuarial community
5. representing the Scottish Board on the SFRA
6. supporting the IFoA's public affairs work in Scotland
7. identifying and developing a programme of activities to be funded by the Endowment Fund
8. developing and implementing a fund raising campaign for the IFoA Foundation
9. engaging with Scottish Employers in Scotland.

Scottish Board members are also asked to:

- represent the Scottish Board at member events in Scotland, raising awareness of the work of the Board and engaging with members
- represent both the Scottish Board and IFoA more widely at specific external events to promote the profession in Scotland
- support the KSS CPD initiative by sourcing a venue (own office, if available) and a speaker.

##### Tenure

It is typically a three year appointment, with the option to remain on the Scottish Board for a second term. This would not be automatic and would be by mutual agreement at the time.

##### Time commitment

The time commitment would be one and a half to two days per quarter.

This would include attendance at Scottish Board meetings which are typically every six to eight weeks, by video conference.

It would also include work in between Scottish Board meetings, in order to fulfil the specific responsibility for the Board.

## Reporting

Members of the Scottish Board report to the Leader of the Scottish Board. The Scottish Board reports to Management Board. [View Governance Structure.](#)

## “Person” Specification

The successful volunteer will be a member of the IFoA currently based in Scotland, or who spends a significant amount of time in Scotland and who will ideally be:

- willing to pro-actively deliver a specific output for the Board
- willing to meet deadlines and drive progress for members in Scotland
- someone who has a good network of contacts and is willing to seek feedback and promote activities
- keen to look at new ways to help shape the future of the IFoA in Scotland
- able to work collaboratively and in partnership with the IFoA Executive staff
- able to participate in Scottish Board meetings and willing to make time to network on behalf of the Scottish Board and IFoA more widely at key events (especially Sessional meetings in Scotland).

### In return, the volunteers will receive:

- the chance to make a real difference to the profession in Scotland
- excellent administrative support, as needed, from the IFoA Executive staff
- the opportunity to enhance your network of contacts
- your name and company name (if applicable) appearing in any listing of those members who are part of the Scottish Board.

## 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](#).

## July 2021