

Strategic objectives

- Please ensure you, and your boards/committee, create a start of session plan and plan an end of session report. This will help you to deliver on your terms of reference.
- All Boards are required to produce start of session objectives by September and report against these in an end of session report the following June/July. Templates are provided.

Working in partnership

- Most volunteer groups will have the support of at least one member of the Executive staff, to help and guide your group.
- The backgrounds and operational styles of volunteers and Executive staff are wide ranging, and this diversity and multi-disciplinary approach is a strength.

Need additional support?

- Ask your Executive staff contact or the Engagement team to assist you.

Engagement Team

Engagement.team@actuaries.org.uk

Want to engage externally?

- Ask the Public Affairs team to help you engage with the media, regulators, government bodies etc. They will provide support and brief you on any other similar IFoA activities. This ensures we integrate our external approaches.

Public Affairs team

Public.Affairs@actuaries.org.uk

- Please refer to section 1.63 (page 12) of the **Governance Manual** and section 5 (page 15) of the **VIP**.

Expenses and CPD

Expenses

- See the volunteer expenses policy, section 7.2 (page 26) of the **VIP**.

CPD

- See section 7.3 (page 27) of the **VIP** and refer to the **CPD Scheme**.

Values and behaviours

- The IFoA values can be found on section 2.4 (page 5), of the **VIP**.

Tips and hints

- Appendix 1 (page 30) of the **VIP** contains helpful guidance notes for you to use e.g. Chairing meetings.

Integrate and share

- Please pro-actively engage and share information with other similar boards and committees through our new **IFoA Communities platform**.
- Co-ordinate efforts to avoid duplication.
- the **Directory of Opportunities** will help you identify any synergies with others groups.

Governance and reporting

Support the principles of the **Governance Manual**:

- Report any reasons for non-compliance (section 1.17, Page 5).
- View Annex 5 (Page 39) to check you are familiar with your reporting line.
- View section 1.62 (page 12) for guidance on dealing with any disagreements.

Meeting management

- To help you, see Annex 6 of the **Governance Manual** (rules and procedures, page 41).
- Check section 5.3 (page 20) of the **VIP** for any relevant legal issues such as:
 - Competition law
 - Intellectual property
 - Confidentiality
 - Handling third party data
- Remember the IFoA is committed to use 'open source' research.
- Ensure meetings are quorate.
- Check for conflicts of interest please refer to our conflicts of interest page for further guidance.
- Keep attendance records and action points from meetings to store in the IFoA's central records.
- Know who your group reports to and seek approval for decisions.
- Be inclusive, clear, and mindful of any different time zones, to allow everyone to contribute fully, see our **Diversity, Equity and Inclusion** webpage page.

