



Institute  
and Faculty  
of Actuaries

## Institute and Faculty of Actuaries

### Health and Care Board – Deputy Chair

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint an experienced, proactive and innovative volunteer to join this important Board. This volunteer will already have a strong industry profile and an excellent network of contacts. They will be someone who is keen to build on the excellent foundations already created and have a passion to help shape and drive forward the Health and Care practice area for the future.

We are seeking to appoint a proactive, innovative volunteer to take on the role of volunteer Deputy Chair of this Board, with a view to progressing to the role of Chair.

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

##### “Task” Specification

As well as tasks which the Board members are asked to undertake, 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 will include:

- using the time in post to shadow the Chair and to prepare and make plans for time as Chair
- working alongside the Chair to plan Board meetings, identify key and emerging work streams within the Board and seek to expand the reach of this small and influential practice area
- becoming familiar with the terms of reference of the Board and sub-committees and help drive the outputs of the Board to support the community
- in agreement with the Chair, take responsibility for overseeing and driving forward at least one specific responsibility or project of this Board which would normally fall to the Chair to deliver
- acting as Chair at meetings in the Chair’s absence. As such, on occasion, this may require the Deputy Chair to ‘stand-in’ at short notice
- looking at ways in which the Board can build consensus, not just in the Health and Care world, but across all practice areas.

##### Reporting

The Deputy Chair of the Health and Care Board will report into the Chair and ultimately the Practice Board Committee and IFoA Board.

##### Tenure

This is a two year appointment as Deputy Chair.

##### Time Commitment

The time commitment is three quarters to one day per month (less in summer). Attendance would be required at four to five meetings per year, for two hours at a time. These are held via videoconference and teleconference. Meeting times can be adjusted to take into account time differences based on the membership of the board.

## “Role of the Chair”

The appointment of Deputy Chair is a good stepping stone to becoming Chair and it is hoped that the Deputy will become Chair. As such, the Deputy should be mindful of the Terms of Reference for this Board and its reporting structure. The Task and Person Specification for the Chair is available if a potential volunteer would like to view it.

Once in post, if a Deputy Chair feels they need support in any aspect of the role, they should speak with their Chair and/or key Executive staff supporter, and the IFoA will try to provide the necessary support and, in some cases, training.

## “Person” Specification

The Deputy Chair will be selected by the current Chair together with a senior member of the Executive staff and approval will also be required by the Practice Board Committee and IFoA Board. He or she will require to be someone who:

- is a Fellow or Associate of the IFoA
- has an excellent network and profile in the Health and Care practice area
- is able to chair a meeting effectively and ideally has acted in the role of Chair on another IFoA committee or working party
- has a broad understanding of H&C 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 Board and to deliver a service which benefits members in the UK and internationally,
- will ensure the Terms of Reference and the Start of Session report are at the focus of activities and that the Board 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 Board members and be able to meet strict deadlines.

### **In return, the volunteer will:**

- be able to influence and contribute to the practice area at a policy level
- be provided with excellent professional support and assistance during your tenure on the committee
- develop an effective network of contacts across the industry.

### **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. This is in accordance with the [CPD Scheme](#).

***In addition to the above, the Task and Person Specification details for members of this Board will also apply. Please view a copy if you are not familiar with them.***

**April 2024**