



## Finance and Investment Research Sub-committee – Deputy Chair “Task” and “Person” Specification

### “Task” Specification

The post-holder will be someone who wishes to help drive the research agenda forward in line with the terms of reference and:

- actively contribute to Research Sub-committee meetings and propose future guest speakers
- be responsible for keeping abreast of any IFoA-led research and to push forward more member-led research
- identify future research needs and ideas in collaboration with the Finance and Investment Board
- provide feedback to the Finance and Investment Board through the Chair of the Finance and Investment Research Sub-committee as required
- identify, promote and foster research opportunities
- provide guidance for member-led research working parties
- mentor and support the progress and needs of member-led working parties, taking responsibility for at least one working party in a ‘shadow’ role

#### **Responsibilities as a ‘shadow’**

As a research ‘shadow’, you will keep in routine contact with working party chairs to ensure research is progressing, offer support and assistance where necessary, and provide updates at sub-committee meetings. You will also undertake detailed peer review of research output when required.

In addition to the above, the Deputy Chair is specifically tasked with the following:

- using the time in post to ‘shadow’ the Chair and to prepare for the Chair role
- attending agenda planning meetings prior to sub-committee meetings
- deputising for the Chair as required at board meetings.

#### **Tenure**

This is normally a two-year appointment as Deputy Chair, with the intention the Deputy Chair will step up to the role of Chair subject to approval.

### “Role of Deputy Chair”

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, and the IFoA will try to provide the necessary support.

### “Person” Specification

#### **The member will ideally:**

- be a Fellow or Associate of the IFoA with at least three years’ experience in the finance and investment practice area
- be able to step in and chair meetings effectively
- have a broad understanding of finance and investment matters in the wider context of the profession
- have 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 wherever they are based
- have participated in an IFoA working party in the past, preferable as Chair
- network on behalf of the IFoA to keep abreast of emerging issues, including horizon scanning and ‘hot topics’ of relevance to the practice area
- read widely and/or network on behalf of the IFoA to keep abreast of hot topics.

In addition, it would be helpful if the member also has a growing network and profile in the practice area.



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**In return, the member will:**

- be able to influence and contribute to the practice area at a policy level
- be provided with excellent professional support and assistance during their tenure on the sub-committee
- develop an effective network of contacts across the industry
- if asked to chair a working party and/or a workshop/plenary at a conference, be offered guidance and support as to best practice
- have an opportunity for personal and professional lifelong learning.