



Institute  
and Faculty  
of Actuaries

## **Inclusion and Access Committee**

### ***Task and Person Specification***

#### **Committee Member (Volunteer role)**

Vacancies have arisen for members of the Institute and Faculty of Actuaries (IFoA)'s newly formed Inclusion and Access Committee (IAC).

### **Task Specification**

In support of the IFoA's aim of championing and embodying the benefits of a globally diverse and inclusive profession, Council is establishing an Inclusion and Access Committee, which will:

- In line with Council's vision for the IFoA and the wider profession, and in keeping with Council's role as 'voice of the membership,' provide evidence-based advice and challenge to guide the IFoA on matters relating to inclusion and access
- Champion involvement from the IFoA membership on matters related to inclusion and access, particularly with regards to the IFoA membership experience and opportunities for the wider actuarial profession, and
- Support the success of the IFoA's strategy and Diversity, Equity and Inclusion (DEI) strategy, as set by the IFoA Board.

It is anticipated that the Committee will meet, on average, four times per year, with the potential for other ad hoc meetings or activity by exception.

### **Key Responsibilities**

#### **Advisory**

- Advises Council, and as requested may partner with and advise other bodies (e.g., the IFoA Board, the Member Experience Committee), on key trends and developments in inclusion and access as relevant to the actuarial profession and scope of the IFoA's work
- Contributes to the articulation of the IFoA's strategy and DEI strategy, supporting the success of both
- Considers and interprets relevant organisational and industry/external data to identify and recommend opportunities to advance inclusion and access within the IFoA and the actuarial profession
- Acts as a 'critical friend' to key leadership groups in the IFoA, providing constructive and evidenced challenge in service of the organisation's aims
- Liaises with related member interest groups or committees (e.g., Women Actuaries Community)
- Promotes member and stakeholder listening and engagement, including connections with related groups (e.g., DEI Champions), and
- Champions a culture of inclusion and access across the organisation and profession.

#### **Oversight**

- Centres Council's vision in all related conversations and efforts, emphasising the voice of the membership in the Committee's work, and appropriately leveraging data and industry knowledge to support Council vision activity
- Provides related oversight for Council-related groups and business (e.g., Practice Boards, related consultations)
- Provides regular updates (via Chair) to Council on its priorities and progress, and shares information with other key bodies (e.g., Board, Executive)

- Considers audit reports concerning the IFoA's DEI progress/strategy and implements recommendations where relevant to the scope of the committee
- Considers annual reports of progress against the IFoA's strategy and DEI strategy
- Complies with the IFoA Governance Manual, and with agreed governance principles; the Committee may reflect these through an agreed RACI matrix or similar means, and
- In consultation with and as overseen by Council, sets priorities and metrics for its own success.

### **Tenure**

Appointments would be for a two-year term, with the possibility of extension for one additional term.

### **Time Commitment**

Approximately four days per year.

### **Remuneration**

The role is a voluntary position with no remuneration. Travel and other reasonable expenses will be paid.

### **Person Specification**

Candidates may include IFoA members or non-members. They should ideally have:

- An understanding of the IFoA, its vision/purpose, and key services/products/programmes
- An understanding of and interest in inclusion and access matters, with the ability and commitment to seek out and reflect the diversity of membership views that exist on these topics, including varying nuances across the globe, and
- The interest, capacity and commitment to fulfil an IFoA volunteer leadership role.

## IFoA Council Committees: Terms of Reference

### Inclusion and Access Committee

Purpose
<ul style="list-style-type: none"> <li>• In line with Council's vision for the IFoA and the wider profession, and in keeping with Council's role as 'voice of the membership,' provides evidence-based advice and challenge to guide the IFoA on matters relating to inclusion and access</li> <li>• Champions involvement from the IFoA membership on matters related to inclusion and access, particularly with regards to the IFoA membership experience and opportunities for the wider actuarial profession</li> <li>• Supports the success of the IFoA's strategy and Diversity, Equity and Inclusion (DEI) strategy, as set by the IFoA Board</li> </ul>
Membership
<ul style="list-style-type: none"> <li>• Comprises up to seven members, including: <ul style="list-style-type: none"> <li>- One (1) Chair, who shall be a member of the IFoA Council, with a term of 1 year and which may be renewed twice for a limit of 3 years' consecutive Chair service (in addition to any previous service as a Committee member)</li> <li>- Up to four (4) additional IFoA members, with a term of 2 years which may be renewed once for a total of 4 years' consecutive service</li> <li>- Up to one (1) non-actuary member, with a term of 2 years and which may be renewed once for a total of 4 years' consecutive services</li> <li>- One (1) Executive Leadership Team liaison as appointed by the CEO</li> <li>- Others may attend meetings by invitation (observers/presenters, as confirmed by Chair)</li> </ul> </li> <li>• Secretariat provided by IFoA Executive team</li> </ul>
Key responsibilities
<ul style="list-style-type: none"> <li>• Advisory <ul style="list-style-type: none"> <li>- Advises Council, and as requested may partner with and advise other bodies (e.g., the IFoA Board, the Member Experience Committee), on key trends and developments in inclusion and access as relevant to the actuarial profession and scope of the IFoA's work</li> <li>- Contributes to the articulation of the IFoA's strategy and DEI strategy, supporting the success of both</li> <li>- Considers and interprets relevant organisational and industry/external data to identify and recommend opportunities to advance inclusion and access within the IFoA and the actuarial profession</li> <li>- Acts as a 'critical friend' to key leadership groups in the IFoA, providing constructive and evidenced challenge in service of the organisation's aims</li> <li>- Liaises with related member interest groups or committees (e.g., Women Actuaries Community)</li> <li>- Promotes member and stakeholder listening and engagement, including connections with related groups (e.g., DEI Champions)</li> <li>- Champions a culture of inclusion and access across the organisation and profession</li> </ul> </li> <li>• Oversight <ul style="list-style-type: none"> <li>- Centres Council's vision in all related conversations and efforts, emphasising the voice of the membership in the Committee's work, and appropriately leveraging data and industry knowledge to support Council vision activity</li> <li>- Provides related oversight for Council-related groups and business (e.g., Practice Boards, related consultations)</li> <li>- Provides regular updates (via Chair) to Council on its priorities and progress, and shares information with other key bodies (e.g., Board, Executive)</li> <li>- Considers audit reports concerning the IFoA's DEI progress/strategy and implements recommendations where relevant to the scope of the committee</li> <li>- Considers annual reports of progress against the IFoA's strategy and DEI strategy</li> <li>- Complies with the IFoA Governance Manual, and with agreed governance principles; the Committee may reflect these through an agreed RACI matrix or similar means</li> <li>- In consultation with and as overseen by Council, sets priorities and metrics for its own success</li> </ul> </li> </ul>
Meetings, communication and information
<ul style="list-style-type: none"> <li>• Meets quarterly to discuss and advance key strategic issues</li> <li>• Meeting agendas will be owned by the Chair and distributed with relevant papers at least five days in advance</li> <li>• In between meetings, members remain connected to share information and advance committee priorities</li> <li>• Champions a culture of inclusion and access through group's ways of working and interactions, reflecting the diversity of membership views that exist on these topics <ul style="list-style-type: none"> <li>- In particular, the Chair role models reflective and respectful discussions and decision-making</li> </ul> </li> </ul>