



# Institute and Faculty of Actuaries

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### IFoA Southeast Asia Conference 2025 – Conference Chair

The Institute and Faculty of Actuaries (IFoA) is holding the next IFoA Southeast Asia Conference in Kuala Lumpur, Malaysia on 25th and 26th September 2025. The goal is to produce a cross-practice actuarial conference for our members, non-members, industry specialists and stakeholders based in Asia. We are seeking proactive, innovative volunteers to join this committee to work in partnership with the IFoA executives, to help source the technical content of the conference.

There will be a maximum of eight meetings, which will be held via conference call. The first meeting will be held in mid-March 2025. It will be attended by a representative of the IFoA Southeast Asia Team and the Conference Chair.

The Conference Chair is expected to attend every meeting.

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

##### “Person” Specification

###### Candidates will ideally:

- be working in Asia Pacific, or have substantial experience working in this region
- have an excellent awareness of relevant trending topics/topics of interest, particularly in the prominent practice areas for the geographical location of the conference. – Life Insurance, Healthcare, General Insurance, ESG (particularly around climate), Data, Technology and Risk Management
- be a current Fellow or Associate member of the Institute and Faculty of Actuaries.
- be able to attend all meetings by conference call. The format and agenda for each meeting will be set by the IFoA and issued in advance of the call
- be able to devote time equivalent to two working days per month, including following up on actions to meet event schedule deadlines
- join Committee meetings with ideas for current trending topics, relevant technical content and meet deadlines in between meetings
- help source and suggest plenary speakers
- act as ambassadors for the conference and promote to the wider actuarial, non-actuarial and financial community
- be able to attend the conference and be willing to take their turn to act as the Chair of a workshop/plenary at the conference. Please note, unfortunately the IFoA will be unable to reimburse any travel expenses, or accommodation expenses, incurred by the volunteer for this conference.

###### In return, the volunteers will:

- receive a complimentary delegate place for their attendance at the conference in 2025
- if asked to Chair a workshop/plenary at the conference, be offered guidance and support from the IFoA Executive
- have their name, and their employer’s name, promoted in the conference programme and on our website
- Be able to claim CPD for some of the activities associated with this role, if they meet the criteria set out in the CPD Scheme.

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.

All organisation (logistics) of the conference will be the responsibility of the IFoA event team. A percentage of the conference content will be sourced by the IFoA, which could include regulation, policy, research, regional activity and/or working party updates and a professionalism plenary.

## **“Task” Specification**

### **Tenure**

All appointments to the Committee are for one year.

### **Role of the Conference Chair**

#### **Role Overview**

The Conference Chair holds a pivotal leadership role, overseeing the planning, coordination, and successful execution of the IFoA Southeast Asia Conference 2025. This position requires strategic oversight, collaboration with committees, and the ability to inspire and guide the Organising Committee to achieve a high-quality event that resonates with the actuarial community and stakeholders.

- leading this volunteer committee to ensure all committee members are permitted to voice their opinions and participate fairly within meetings
- ensure that the group work closely, collaboratively, and effectively with the IFoA staff
- to lead the delivery of an event of excellence, in terms of content, delegate numbers and post conference feedback
- ensure that the technical content provides an overall relevant contribution to the life-long learning experience for our IFoA members and is attractive to non-members
- ensure there are no obvious overlaps within workshop streams
- lead on suggestions for plenary topics
- Chair the conference in Kuala Lumpur.