



AI & DATA SCIENCE COMMUNITY

Terms of Reference

Purpose

The Board operates within a Terms of Reference and supports the IFoA's Council in the delivery of its corporate strategy through the following key purposes:

- To promote, support and champion the interests of IFoA members in the AI & Data Science practice area
- To support the engagement between the IFoA and its members in the AI & Data Science Community
- To feed into and support IFoA strategy and objectives
- To be the go-to source of expertise, learning and information on AI & Data Science for IFoA members
- To coordinate member-led research in the AI & Data Science practice area
- To contribute to IFoA policy work and responses to public consultations in the AI & Data Science practice area
- To be the voice of IFoA members in the area of AI & Data Science and raise issues members believe are important for the IFoA and/or the actuarial profession as a whole

Key Responsibilities

Community

The board is responsible for using the IFoA digital communities' platform and other means (such as the AI & Data Science Github Site, the VLE Research HUB etc to:

- Enable IFoA members interested in AI & Data Science to take part in discussions on topics of interest to them via blogs, chat, webinars, or other channels
- Provide opportunities for collaboration and personal growth to IFoA members interested in AI & Data Science
- Ensuring that there is sufficient and appropriate professional activity taking place for members of the AI & Data Science community

Planning and Reporting

The board will set annual objectives and report on their achievement:

- At the beginning of each annual session the Board will determine goals for the coming 12 months, using its community of members to share and discuss ideas. The goals will help to support the IFoA strategy. The resulting plan will be forwarded to the Board Committee for final review.
- At the end of each annual session, the Board will ask its community of members through a survey or other means how they feel the goals set at the beginning of the session have been delivered and what they would like to see in the coming year.
- Feedback will be summarised and forwarded to the Board Committee for review.



Other responsibilities

The Board will:

- respond to the Board Committee, IFoA Board, or the Regulatory Board if it is specifically asked for input on any matter.
- raise issues with the relevant IFoA Board or Committee when it feels it is appropriate to do so
- work with the Board Committee, Regulatory Board or IFoA executive as appropriate to provide input in the areas of:
 - Research
 - Education
 - Events wider than pure Community events
 - Public consultation responses
 - Regulation
- work closely with the Executive Communities team

Governance

The Board will:

- appoint chairs and set up terms of reference for any sub-committees and monitor the work of such sub-committees.
- appoint a representative to a Cross Practice Advisory Group, with the remit to ensure effective utilisation of volunteer resources between the various Boards and other groups, as and when required for cross practice activity
- appoint a DEI champion, to increase inclusiveness
- ensure that appropriate representatives are appointed, or groups established to support activities required by the IFoA strategy and liaise with the relevant IFoA representatives in the IAA and AAE.
- be guided by the Actuaries Code in its work
- observe any guidelines established by the IFoA for its Boards, Committees, or working groups

Membership

The Board shall comprise at least eight and no more than fifteen members:

- Chair
- Deputy chair
- Council representative (when it becomes a Practice Board)
- At least five but no more than twelve additional members (of which up to two may be lay members)
- Board members are appointed for three years and may be reappointed once.
- Board members are expected to attend and contribute to Board meetings regularly and carry out actions that are assigned to them in Board meetings.



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- The Chair is appointed for two years, which may be in addition to two terms as a Board member
- The appointment of the Chair must be approved by IFoA Board
- At least one of the Chair and Deputy Chair must be a Fellow or Associate of the IFoA
- The Council representative will be appointed by Council
- Other members will be appointed following a volunteer recruitment exercise conducted according to the current IFoA guidelines

2 July 2025