



Institute and Faculty of Actuaries

Member Committee – Middle East – Chair and Members

The Institute and Faculty of Actuaries (IFoA) is seeking supportive volunteers to join the Middle East Member Committee.

The Committee will be set up initially as a 2 year trial and a review will be made together with the committee at the 3rd quarterly meeting in the second year.

The Chair and Members will contribute to shaping the Middle East Member Committee which aims to promote, support, and champion the interests of IFoA members in the region, provide strategic knowledge and advice to the IFoA, and provide a forum to discuss new ideas and initiatives to support the IFoA in the region. The Committee Chair and members will work in partnership with the IFoA Executive – Global Partnerships Lead and Head of Middle East and Africa.

“Task” and “Person” Specification:

“Task” Specification

The post-holder will be someone will work in line with the Terms of Reference to:

- Share market insight and knowledge to guide the IFoA market activity which includes, but is not exclusive to:
 - Member engagement
 - Events
 - Growing a pipeline of future members
 - Identifying and engaging market influencers
 - Stakeholder engagement (universities, employers, regulators, and local actuarial societies, where they exist)
- Represent the views and opinions of members, and support the IFoA to build stronger engagement with members
- Work in partnership with the IFoA Executive
- Help develop a program of member engagement activity, including CPD and professional skills training
- Identify opportunities for the IFoA to strengthen its position and build strong relationships with target stakeholders
- Be an advocate of the IFoA and position the IFoA as a leading global actuarial body
- Review and ratify other local IFoA committees, e.g. Middle East Conference Committee

Tenure*

- The Chair is appointed for two years, which may be in addition to two terms as a Committee Member
- Committee Members are appointed for two years and may be reappointed for a second term only

**During this 2-year trial, a review will be made together with the Committee at the 3rd quarterly meeting in the second year.*

Time commitment

- Committee Members are expected to meet quarterly, and if required, additional meetings can be arranged, and only meet if an appropriate quorum is met.
- Committee Members are expected to attend and contribute to meetings and carry out actions that are assigned to them in Committee meetings.

- Attendance would be required at four meetings per year which are held by videoconference / conference call.

“Person” Specification

The Member Committee shall comprise of approximately six IFoA members, plus one IFoA Council Member (if any, in the region), the IFoA Global Partnerships Lead and the IFoA Head of Middle East and Africa.

Using a scoring matrix against the ‘Person Specification’, the IFoA CEO, President, Global Partnerships Lead and Head of Middle East and Africa select the Chair.

The Chair, in conjunction with the IFoA Global Partnerships Lead and Head of Middle East and Africa, using a scoring matrix, will select the Committee members.

The Chair of the Committee

- must be a Fellow or Associate of the IFoA
 - must live and work in the region
- The Committee will consist of a balance of senior, mid and early career members. Fellows, Associates, Affiliates and Student Members who live and work in the region are eligible
 - The Committee will have representation at a minimum from members living and working across the following core markets: Bahrain, Egypt, Pakistan, Saudi Arabia and UAE.
 - Where an appropriate IFoA member cannot be found for the identified core markets, a non-member would be considered. The non-member should not be a member of another professional actuarial society or association.
 - One Council Member, if any, in the region would also be part of the Committee. Should there be more than one Council member in the region, the regional Council members will nominate one representative amongst them for the role. If a nomination cannot be agreed upon, then the selection of the Council Member representative in the Middle East Member Committee will be deferred to IFoA Council for decision.

The Committee members will consist of someone who:

- have a strong passion for promoting the actuarial profession and to raise the profile of IFoA as a global actuarial body
- be passionate about developing opportunities for the profession and how actuaries can further serve the public interest
- be able to think strategically about the actuarial profession and how IFoA can advance its interest in the region
- Has good ambition, enthusiasm and drive
- can collaborate effectively with others and build relationships across the IFoA
- have a collegiate approach and a desire to foster a sense of community amongst members and as a committee, deliver a service which benefits all members of the IFoA in the region.

Desirable attributes include:

- experience in volunteering or working in committees
- wide range of relevant contacts both within and outside the IFoA membership.
- an ability to add a diverse perspective and experience

In return, the volunteer will:

- be a part of a pioneering initiative to help to promote the actuarial profession and raise the profile of the IFoA in the region
- be exposed to a variety of cross practice issues, enhancing their own expertise and knowledge
- work on crucially important issues for the public interest
- have the opportunity to develop an effective network of contacts

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. You should record an appropriate learning outcome. This is in accordance with the [CPD Scheme](#).

June 2024