



Role of IAA Committee Chairpersons, Vice-Chairpersons and Members

(This document also applies to subcommittees, task forces and working groups, except for points 6, 7, 8 and 9 under the role of the Committee Chairperson.)

Committee Chairperson

1. Ensures that the committee's terms of reference are clear and are continually updated to reflect the strategic objectives of the IAA, utilizing the model terms of reference.
2. Ensures that the committee follows the IAA's goals, implements a plan of action and stays on focused track.
3. Conducts effective meetings as required to meet the plan. This requires:
 - adequate notice and meeting schedules
 - effective working agendas circulated in advance
 - meeting management (coach but do not dominate)
 - encouraging a participation style that produces results on time
 - encouraging the participation of all committee members by making sure that each member has sufficient time and opportunity at meetings to express his/her association's views; this may mean giving priority to those who have not spoken or spoken little at the expense of those who have spoken a lot or spoken at length
 - allowing the participation of observers provided that priority for commenting is given to committee members. In this regard, it may be desirable to ask committee members (or their alternates) to take seats at the meeting table and to ask observers to take a seat away from the meeting table
 - encouraging participation of non-native English speakers by following the guidelines established by the IAA
 - facilitating the participation by telephone of committee members unable to physically attend a meeting, by ensuring that all presentation materials are circulated at least one week in advance of the meeting, where possible
 - ensuring that, where applicable, the IAA Secretariat is utilized properly, participates, and is informed on all phases of activity
 - submitting a report to the EC (or in the case of Nominations Committee, Executive Committee or Audit and Finance Committee, to the Council) on committee activity twice a year in conjunction with Council meetings and a supplementary report shortly after each meeting for newsletter purposes
 - producing minutes of the meeting and making them available electronically within 45 days of the meeting (*Internal Regulations, Article 4.4 (d)*)

4. Ensures that a Committee's decision reflects a consensus position, but, if necessary, is subject to a simple majority of the Committee members. (*Internal Regulations, Article 4.4 (c)*)
5. Makes effective use of the vice-chairperson(s) in leading projects, running portions of meetings and other tasks as appropriate.
6. Participates in the meetings of the Leaders' Forum.
7. Submits a detailed annual budget of anticipated committee expenses, for approval by the EC.
8. Serves as an ex-officio member of Council with no voting rights.
9. Assists, in conjunction with the IAA Secretariat, with the effective integration of new committee members
 - welcomes new committee members to the committee
 - explains the usual functions of the committee (terms of reference) to the new member
 - provides new members with background material on any ongoing projects or issues, including reference to recent agendas and minutes on the committee website
 - informs the new member of any items that may be temporarily off the agenda, but that are expected to return
 - encourages the new member to attend the "Introduction to the IAA" session held in conjunction with IAA meetings
10. Considers succession planning issues and discusses them with the Nominations Committee.

Committee Vice-Chairperson

1. Assists the committee Chairperson in the management of the committee's work
2. Is prepared to assume the interim chairmanship of the committee in the absence of the Chairperson

Committee Members

Each member of a committee (*except for those committees identified in Article 4.3 (a) (iv) of the Internal Regulations*) is appointed by an IAA Full Member association to represent that member association on the committee. Committee members should be primarily working for what they consider is best for the actuarial profession and the IAA. As such, the expectations, or duties, of each committee member are as follows.

1. Participate

Each member should personally attend as many meetings of the committee as possible. They should have read and familiarized themselves with the issues on the agenda prior to the meeting. If they are unable to attend personally, they should provide comments to the Chairperson of the committee in advance, or send an alternate whom they have briefed on the issues. If they are presenting at a meeting, they should circulate their

presentation material by email at least one week prior to the meeting, to facilitate more effective participation by committee members phoning in to the meeting.

2. Be active between meetings

Each member is expected to support the work of the committee between meetings. This involves following actively all e-mail correspondence on the committee list server, volunteering to draft any necessary documents or public statements that the committee is issuing, serving on task forces, working on committee projects, and voting on electronic ballots.

3. Represent their member association

Prior to a meeting, each member should have discussed with the appropriate parties in their member association the items on the agenda. During the meeting, members should communicate the views of their member association, but also actively express their own views on matters and new ideas that arise during the meeting. If action is requested between meetings, each committee member is expected to transmit the views of their member association in a timely fashion.

4. Report to their member association

Following each committee meeting or interim action, each member should report to their member association on the actions the committee has undertaken and identify which items remain under discussion and/or require input from their member association.

5. Bring new initiatives to the committee

Each committee member is encouraged to discuss issues within their member association and to bring any new initiatives to the attention of the committee.

6. Communicate about public statements

It is important that any public statement be approved by member associations in a timely fashion, whether issued in accordance with the Guidelines for Making Public Statements (revised April 2001) or through the Fast Track Procedure (FTP) for Making Public Statements in Response to a Time-Bound Specific Request (revised May 2006). In order to achieve this, it is the responsibility of each member to raise the item for consideration within their member association when it first comes up and then to share any concerns with the Chairperson of the committee prior to the deadline.

7. Brief their successor

Members should brief their successor on all current and recent issues relevant to the committee, and other matters relevant to their participation as a Member. Successors should be encouraged to participate in the "Introduction to the IAA" session offered at the beginning of IAA meetings, even if they are not new to IAA meetings. Members should be familiar with the IAA website. Members should explain to their successor how best to perform the roles in items 1-6 above.

Prepared by the Nominations Committee, December 2007; Revised by the Nominations Committee September 2011