



# Role of IAA Committee and Working Group Chairpersons, Vice-Chairpersons and Members

## Chairperson

1. Ensures that the terms of reference are clear and continually updated to reflect the strategic objectives of the IAA, utilizing the model terms of reference.
2. Ensures that the IAA's strategic plan and objectives are followed, implements a workplan and stays on track within its terms of reference.
3. Conducts effective meetings as required to meet the plan. This requires:
  - adequate notice of 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 members by making sure that each has sufficient time and opportunity at meetings to express his/her association's views, where applicable; this may mean giving priority to those who have spoken little at the expense of those who have spoken a lot
  - allowing the participation of observers provided that priority for commenting is given to members. In this regard, it may be desirable to give priority to members (or their proxies) to take seats at the meeting table
  - encouraging participation of non-native English speakers and new members by following the guidelines established by the IAA
  - facilitating participation in the meetings by ensuring that all presentation materials are circulated at least one week in advance of the meeting
  - ensuring that, where applicable, the IAA Secretariat is utilized properly and is informed on all phases of activity
  - submitting to the Secretariat a report on activity when requested
  - producing minutes of the meeting and making them available electronically within 45 days of the meeting (*Internal Regulations, Article 4.4 (e)*)
4. Ensures that a decision reflects a consensus position, but, if necessary, is subject to a simple majority of the 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 and in at least one EC meeting per year to report on the committee's workplan and activities. (*applies to committee Chairs only*)

7. Submits a detailed annual workplan and budget of anticipated committee expenses, for approval by the EC (in the case of working groups, these are submitted to the Scientific Committee).
8. Serves as an ex-officio member of Council with no voting rights. (*applies to committee Chairs only*)
9. Assists, in conjunction with the IAA Secretariat, with the effective integration of new members
  - welcomes new members
  - explains the usual functions (terms of reference)
  - provides background material on any ongoing projects or issues, including reference to recent agendas and minutes on the website
  - informs of any items that may be temporarily off the agenda, but that are expected to return
  - encourages attendance at the IAA welcome session held in conjunction with the twice a year Council and committee meetings
10. Considers succession planning issues and discusses them with the Nominations Committee.

#### **Vice-Chairperson**

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

#### **Committee Members**

Each member of a committee (*except for limited membership committees and those identified in Article 4.3 (a) (i) of the Internal Regulations*) is appointed by an IAA Full Member association as their representative 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. These expectations (in large part) also represent good practice for members of task forces, subcommittees and working groups.

##### **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 in advance, or send a proxy 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 members.

##### **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, 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**

In accordance with the IAA Due Process for making a Public Statement (adopted April 2015), it is the responsibility of each member to notify their association of any public statements being developed within their committee. The member should share any concerns that arise within their association 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 “Welcome” 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 and revised September 2011; Revised by the Executive Committee, November 2016*