



MIDDLE EAST MEMBER COMMITTEE (two year trial) Terms of Reference

Purpose

- To promote, support and champion the interests of IFoA members in the region
- To provide strategic knowledge and advice to the IFoA
- To provide a forum to discuss new ideas and initiatives to support the IFoA in the region

Key responsibilities

- 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 in the region, and support the IFoA to build stronger engagement with members
- Work in partnership with the IFoA Executive and support the work of the local team
- Help develop a programme 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 committee's e.g. Conference organising committee

Governance

- 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
- Any costs / budget associated with the activity of the committee will require approval from the IFoA Head of the Middle East and Africa

The Member Committee will:

- Meet quarterly, and if required, additional meetings can be arranged
- Only meet if an appropriate quorum is met
- 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 Member Committee shall comprise approximately six members who work in the region, plus one Council member (if any, in the region), the IFoA Global Partnerships Lead and the IFoA Head of Middle East and Africa that includes:

- A Chair – the Chair of the Committee
- The Committee will consist of a balance senior, mid and early career members
- The Committee and Chair must live and work in the region



Institute and Faculty of Actuaries

- The Committee will have representation at a minimum from 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 would 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.
- Committee Members are appointed for one or two years and may be reappointed for a second term only.
- Committee Members are expected to attend and contribute to meetings regularly and carry out actions that are assigned to them in Committee meetings
- The Chair is appointed for two years, which may be in addition to two terms as a Committee Member
- The Chair must be a Fellow or Associate of the IFoA

Review

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