

Membership Assistance Committee - Terms of Reference

Created – 30 January 2025

1. Membership

Membership of the Committee is open to one delegate from each IAA Full Member association.

2. Purpose

To oversee compliance with IAA membership requirements and support the development of the actuarial profession.

3. Role

1. Operational

- a. Review and recommend the requirements for membership of the IAA and maintain guidance about which credentials fall within the meaning of “Actuarial Credentials”.
- b. Examine membership applications and ongoing compliance with membership requirements for member associations. *
- c. Establish and oversee the engagement agreements process for Associate Members.

2. Engagement and Growth

- a. Develop and implement a membership growth strategy to support the development of the profession.
- b. Provide a 3-year rolling plan of association engagement activities and report on benefits achieved.
- c. Provide oversight for the coordination and prioritization of relationships and work with actuarial associations, with this task to be carried out by the regional subcommittees.
- d. When required, work with stakeholders internal and external to the IAA who support the development of the profession.
- e. Appoint the leadership of the regional subcommittees while adhering to the IAA’s Nominations Committee Protocol.

* Committee members reviewing documentation from member associations or applicants must recuse themselves from undertaking such work should this be of an association in their region or should they have any conflict of interest with regards to the association under review.

4. Decision-making authority

The Committee operates within the IAA Statutes and Internal Regulations and makes recommendations for action by Council or the IAA Executive Committee (EC) as appropriate.

5. Operational Matters

Agendas and papers:

All meetings will have a formal agenda agreed by the Co-Chairpersons which must generally be distributed, along with required papers, at least a week before each meeting. Agendas and meeting papers are available from the Committee page on the IAA website.

Minutes:

Minutes of each meeting will be prepared and distributed as soon as practicable after each meeting. Minutes are available from the Committee page on the IAA website.

Reporting on Committee Activities:

The Committee will be lead by two Co-Chairpersons for a transition period of 1 year.

The Co-Chairpersons will report to the EC yearly on the activities of the Committee (including any subcommittees) at least two weeks before each Council meeting.

The Co-Chairpersons will liaise with the EC liaison to provide an update after each semi-annual committee meeting.

IAA Liaison:

The Committee will liaise with other IAA Committees and Sections as required to carry out its role and activities. This will include any Committee that may be involved in the development or review of actuarial education or IAA entities who can provide assistance to associations in need.

The leaders of the subcommittees will be ex-officio members of the committee and act as a liaison to each of the regional subcommittees.

External Liaison:

The Committee will liaise with external stakeholders as required to undertake its role and activities, including regulatory authorities, industry and educational institutions. The committee and its subcommittees should not engage with supranational organizations without the consent of the Executive Committee.

Other operational matters:

The Committee will share information regarding developments and initiatives in relation to its work via the Committee page on the IAA website.

The Committee may also periodically conduct surveys of member associations as required to undertake its role and activities.

6. Subcommittees Reporting to the Committee

Africa Subcommittee

Asia Subcommittee

Eurasia and Middle East Subcommittee

Latin America Subcommittee