



**Position Descriptions for
Underwriting, Claims
Rehabilitation, Product
and YALUCA Group**



Committee

A large, light teal speech bubble graphic with a white outline, containing the word 'Committee' in white, bold, sans-serif font.

Help Us Help the Life Insurance Industry

ALUCA Group Committee roles represent an opportunity for individuals who are passionate about the Life Insurance industry and ALUCA, who would like to invest in their future by giving back to their industry and making a difference.

ALUCA has 5 specialist Groups – Underwriting, Claims, Rehabilitation, Product and YALUCA. Each of ALUCA's Groups have a Chair, Deputy Chair, Secretary and Working Group Lead who have very specific roles and responsibilities. There are also supporting committee roles that include Event Leads, Marketing and Communication Leads, and Group Committee members as per ALUCA's position descriptions below.

Group Committee Role Expectations:

- Participate in Group Committee meetings and attend/link into ALUCA events;
- Support the association and its officers in times of crisis or controversy;
- Provide support to staff, other volunteers, ALUCA Board Members and the ALUCA CEO as they perform their duties;
- Exercise loyalty to ALUCA and respect confidentiality regarding internal affairs;
- Provide leadership within the ALUCA Group or Working Party Committee on behalf of ALUCA and its programs;
- Serve as an informal advocate for ALUCA in the Life Insurance community
- Manage governance responsibilities

Qualifications and Skills:

Key specialist and practical skills required for ALUCA's Group Committee roles include people skills, leadership, communication and more specific skills depending on the roles being applied for.

What benefits an ALUCA Committee member can expect to receive:

- Investing in your future by giving back to the industry and making a positive difference in the Life Insurance community
- Opportunity to gain new skills, capabilities and experiences working with diverse individuals
- Meeting and working with new people - expanding your networks and horizons
- Gaining additional points for your ongoing professional development
- Opportunity to take on an ALUCA leadership position
- Opportunity to sharpen public speaking skills
- Staying up to date with the latest relevant knowledge specific to Life Insurance
- Development of effective decision-making skills and gaining new competencies
- Increased understanding of group dynamics and relationships

Time Commitment Required

This will vary depending on your role - with the largest contribution being the Group Chair role. An estimate is provided in the position description. This includes preparation, reading and research, committee meetings, phone calls and emails, events, meetings etc.

Authority and Responsibility Requirements:

What is expected of this position? This is outlined in the position description.

Evaluation of Committee roles:

Committee roles will be given feedback by the Group Chair or Group Deputy Chair for every new Committee member within a 3–6-month period. The Group Chair role will be provided feedback by ALUCA's CEO.

ROLE: Group Secretary

(Estimated volunteer time 8 hours per month)

REPORTS TO:

ALUCA Group Chair

KEY ACTIVITIES and RESPONSIBILITIES:

ALUCA's Group Secretary provides administrative support to the Group, through the timely and accurate collection and sharing of information directly related to its activities. The Secretary ensures that the Group is well informed and that its activities are well documented for the use of group members.

Their specific responsibilities include:

- Working closely with ALUCA's Group Chair/Group Deputy Chair and ALUCA's CEO as they help to implement ALUCA's strategic activities.
- Reading and understanding ALUCA's constitution and ALUCA's policy statements - and ensuring that all Group members know where to find these documents.
- Providing updates to ALUCA's CEO along with the Group Chair and Group Committee members about any changes in contact details or change of roles.
- Keeping an up-to-date calendar and list of Group meetings.
- Keeping records of Group members attendance and providing reports on this to the Group Chair and CEO and in group Teams folder.
- Ensuring there is a quorum at Group meetings.
- Keeping accurate meeting minutes.
- Recording all corrections to meeting minutes.
- Keeping copies of minutes and sending copies to ALUCA's CEO and the secretariat and loading to Teams folder after each meeting held.
- Distributing copies of minutes/actions promptly after meetings.
- Keeping records of key Group correspondence.
- Ensuring sustainability of ALUCA Group finances, ensuring that events are at the minimum break even to returning a profit, and helping in the preparation of budgets with the Event Lead.
- Orienting the new Secretary as needed.
- In the absence of the Group Chair and Group Deputy Chair, chairs the Group meetings
- Staying informed about Committee matters, preparing themselves well for meetings.
- Getting to know other Committee members and building a collegial working relationship that contributes to consensus.

Technical Skills, Knowledge and Qualifications

- An understanding of the importance of governance, effective functioning of an organisation and Life Insurance issues with leadership experience.
- Either a CPLI member, or willingness to become an ALUCA CPLI member, and promote this.
- Sensitivity to Group dynamics and familiarity with structure and process of Committee meetings.
- Excellent written and oral communication skills.
- Personal qualities of integrity, credibility, and honesty.

ROLE: WORKING GROUP LEAD

(Estimated volunteer time 8-10 hours per month)

REPORTS TO:

ALUCA Group Chair, ALUCA CEO and Board Member responsible for Advocacy

KEY ACTIVITIES and RESPONSIBILITIES:

This volunteer role is responsible for helping to deliver ALUCA thought leadership activities in conjunction with the ALUCA Board members who lead this portfolio as determined and approved by ALUCA's Chair, CEO and ALUCA's Board.

Their specific responsibilities include:

- Help in the execution of ALUCA's thought leadership projects.
- Using their strong understanding of the Life Insurance industry to provide input into thought leadership topics, working with the Key Board members, their Group Chair and Group and industry to determine key thought leadership topics each year that go to the Board Content and Thought Leadership committee in February each year
- Help with any forecasting and budget if required
- Help in developing a project plan with a clear purpose, outcome and deliverables including timeline, accountabilities and adequate internal stakeholder briefing(s) prior to any external briefings
- Work congruently with the Board Thought Leadership Directors, Group Chair and ALUCA CEO to deliver an ALUCA thought leadership project and keep them abreast of the project plan and key timeline/deliverables
- Work collaboratively with other Groups to ensure they are across what the thought leadership topics are
- Ensure adherence to all ALUCA guidelines, policies and frameworks
- Ensure all communications and any external statements, presentations etc. are run via ALUCA National i.e., CEO and Chair prior to any internal or external communications
- Act in accordance with the ALUCA Code of Conduct and policies

Technical Skills, Knowledge and Qualifications

- Excellent thought leadership, project management, people and communication skills
- Either a CPLI member, or willingness to become an ALUCA CPLI member and promote this
- Strong understanding of Life Insurance issues and key content
- Leadership experience

ROLE: MARKETING LEAD

(Estimated volunteer time 8-12 hours per month)

REPORTS TO:

ALUCA Group Chair

KEY ACTIVITIES and RESPONSIBILITIES:

ALUCA's Group

Their specific responsibilities include:

- Help and input into developing and executing a marketing and membership plan for each ALUCA Group event, working with ALUCA National team and ALUCA Board members driving membership
- Drafting ALUCA Group member communications for webinars, providing a minimum of 5 weeks lead time for each event with final approval by national team as per event guidelines
- Helping the ALUCA National team with social media and taking Group event pictures
- Help in gaining speaker approval for their presentations to be shared with members prior to the event
- Helping to identify prospects for each ALUCA Group event
- Help to maximise event attendance at all group and national events
- Identify any content material for the digital mini ReB(RiskeBusiness) publication
- Helping to identify membership gaps and drive membership growth. Manage the Group member list working with the national team, identifying lapsed members who may have changed jobs as well as identify opportunities for new ALUCA members
- Develop ALUCA member attendance register for live events and provide the list to ALUCA national team, including members who did not attend the event. This will then be used for CPD points.
- Work with ALUCA national team to set up hybrid events where possible using ALUCA Zoom platform – and help with event surveys to monitor event performance

- Help in interpreting member event satisfaction
- Attendance at ALUCA Marketing and Membership workshop (1hrs)
- Marketing Lead succession planning
- Act in accordance with the ALUCA Code of Conduct

Technical Skills, Knowledge and Qualifications

- Excellent communication skills – marketing knowledge an advantage
- Willingness to become an ALUCA CPLI member and promote this throughout the Group
- Social media experience
- Ideally some marketing and communications experience but not a requirement

ROLE: EVENT LEAD

(Estimated volunteer time 4-5 hours per month)

REPORTS TO:

ALUCA Group Chair

KEY ACTIVITIES and RESPONSIBILITIES:

ALUCA's Group

Their specific responsibilities include:

- Responsible for help in delivering and executing the Group event schedule
- Responsible for the planning and execution of all live ALUCA Group events, working with the ALUCA National team
- Develop an event brief for each event in conjunction with the Group Chair/Group Deputy Chair and ALUCA national team
- Prepare an event budget when required if holding any live events approved by the national team and Board or an event where costs are involved
- Ensure that the national calendar is up to date with group events and ensure that all groups are aware of any changes to any content or event planned
- Ensure all live events are booked 3-6 months in advance for ALUCA's forward program, working with the ALUCA National team
- Responsibly manage ALUCA member money as per ALUCA governance and constitution and event guidelines

- Booking and briefing all speakers with ALUCA speaker guidelines - consistent with ALUCA event guidelines and ALUCA values
- Work closely with the ALUCA National team and ALUCA CEO with a minimum of 5 weeks lead time for member event communications
- Develop event run sheets and brief all speakers bar national sponsor CEO's, venue and Group prior to the event
- Review event budget and timelines with Group Chair and ALUCA CEO for any live event or event where costs are involved
- Maintain oversight of event invoices with Group Chair and ALUCA CEO for any live event
- Develop ALUCA member attendance register and provide the ALUCA secretariat with member attendance for attendance certificates working with Group Marketing lead
- Attendance at Marketing and Event workshop (up to 1.5 hrs)
- Attendance at Group committee events
- Event Lead succession planning
- Ethically and responsibly promote ALUCA
- Act in accordance with the ALUCA Code of Conduct

Technical Skills, Knowledge and Qualifications

- Strong organisational, budget and planning skills
- Strong people skills
- Either a CPLI member, or willingness to become an ALUCA CPLI member and promote this
- Former event planning experience is preferred but not mandatory and ideally vendor management and negotiation experience

ROLE: COMMITTEE MEMBER

(Estimated volunteer time 4-5 hours per month)

REPORTS TO:

ALUCA Group Chair

KEY ACTIVITIES and RESPONSIBILITIES:

ALUCA's Group

Their specific responsibilities include:

- Responsible for providing support for live events and other activities such as the Working Group, as required by the Group and as per the volunteer's skills and capabilities
- Provide input into the Group content planner – specific to ALUCA's competency framework
- Act as an ALUCA Ambassador throughout your company – promoting ALUCA membership and its benefits
- Encourage new members to attend ALUCA member orientation sessions
- Attend Group Committee meetings
- Ethically and responsibly promote ALUCA
- Act in accordance with the ALUCA Code of Conduct

Technical Skills, Knowledge and Qualifications

- Life Insurance industry knowledge
- Good people, communication and listening skills
- An understanding of ALUCA and the CPLI program
- Willingness to become an ALUCA CPLI member and promote this throughout the Group and membership