



## **Position Descriptions**

**for Underwriting, Claims,  
Rehabilitation and  
Product Group**

A large, light teal speech bubble with a white outline, containing the text 'Deputy Chair'.

**Deputy Chair**

### ROLE:

Deputy Chair of the

- ALUCA Underwriting Group – Voluntary Role
- ALUCA Claims Group – Voluntary Role
- ALUCA Rehabilitation Group – Voluntary Role
- ALUCA Product Group – Voluntary Role
- YALUCA Group – Voluntary role

(Expected level of commitment per month: 6 - 10 hours – quieter in December and Jan each year)

### POSITION OVERVIEW:

This volunteer role is responsible for providing leadership support to the Chair of an ALUCA group in either the **Underwriting, or Claims or Rehabilitation or Product** or **YALUCA** Group. This is a pivotal role in helping to ensure that ALUCA can achieve its mission and vision.

### REPORTS TO:

The ALUCA National Chair, Board and CEO.

### KEY ACTIVITIES and RESPONSIBILITIES:

As a key partner to the ALUCA National Board, CEO and National Team, the **Underwriting/Claims/Rehabilitation/Product/YALUCA** Group Deputy Chair will provide support to the Chair and help to provide leadership to this important Functional Group.

The **Underwriting/Claims/Rehabilitation/Product/YALUCA** Group Deputy Chair will support and sustain the work of ALUCA and help the Chair in provide the appropriate governance, leadership, and strategic support to the group in executing activities.

### Their specific responsibilities include:

- In conjunction with the functional group Chair developing a plan of deliverables and output for the calendar year specific to **Underwriting or Claims or Rehabilitation or Product** or **YALUCA** (webinars, papers, in-person events) that align with ALUCA's competency framework and CPD planner; ensuring proposed content is fit for purpose, educational, responsive to industry change and development needs of members; gaining sign off from the Content Steering Board Committee and delivering quality content/webinars etc in a timely manner
- Ensuring the **Underwriting/Claims/Rehabilitation/Product/YALUCA** Group adheres to the constitution and rules of ALUCA
- Being a trusted advisor to the National Board and CEO as they implement ALUCA's Strategic Plan

- Helping to provide subject matter claims expertise across the suite of ALUCA programs and activities as required e.g. Education Group, Skills pathway program etc.
- Helping the Chair in recruiting, onboarding and orientating new Claims Group members to ALUCA in conjunction with ALUCA's national team
- In conjunction with the Chair, developing and managing strong relationships with fellow Claims Group, Underwriting Group and Rehab Group members and other ALUCA Working Group members and Chairs, Deputy Chairs, volunteers, partners, and other stakeholders
- Helping to drive the uptake of ALUCA's accredited membership Certified Professional Life Insurance (CPLI) program amongst the claims community
- Stepping in for the functional Chair during times they are unable to lead meetings etc
- Working with the Chair to approve any group decisions in consultation with ALUCA's Chair or CEO, meeting all legal and fiduciary responsibilities of our association including keeping and reporting accurate minutes of all meetings held and providing copies of these notes to ALUCA's national Board.
- Delegating appropriate tasks to individual **Underwriting / Claims / Rehabilitation / Product** Group members
- Helping the Chair to manage and support group members in their roles and helping them assess their performance against their responsibilities.
- From time to time supporting ALUCA live events on an as needs basis
- With the Chair, acting as an ambassador for the organization

### Functional Group Commitments

- In conjunction with the functional group Chair ensure adequate Group succession planning
- Ethically and responsibly promoting ALUCA
- Act in accordance with the ALUCA Code of Conduct.

### TERM of POSITION:

ALUCA Groups are not member elected positions, and as such ALUCA's Board set the terms of the Group positions. Each Deputy Chair is appointed by the Board and will be appointed for a term of up to 3 calendar years pending their performance.

### TECHNICAL SKILLS, KNOWLEDGE, and QUALIFICATIONS:

#### UNDERWRITING

- Demonstrated relevant underwriting experience in the Life Insurance industry with a minimum of 5 years of experience including leadership experience

#### CLAIMS

- Demonstrated relevant claims experience in the Life Insurance industry with a minimum 5 years of experience including leadership experience

### REHABILITATION

- Demonstrated relevant rehabilitation experience in the Life Insurance industry with a minimum 5 years of life insurance experience including leadership experience

### PRODUCT

- Demonstrated relevant product experience in the Life Insurance industry with a minimum 5 years of experience including leadership experience

### COMMON QUALIFICATIONS and KNOWLEDGE

- People leadership experience – minimum 3 - 5 years
- In line with ALUCA's competency framework, we expect the individual's competency to be at a 'Level 3' *Advanced* or 'Level 4' *Expert* level of competency as a **Underwriting/Claims/Rehabilitation/Product** individual
- Preference will be provided to ALUCA CPLI Associate membership. If currently not a CPLI accredited member, willing to become one (this requires both educational qualifications and 4+ years Life Insurance experience)
- Demonstrated track record of building positive relationships and credibility within the Life Insurance community
- Diplomacy skills and a natural affinity for cultivating strong working relationships with demonstrated skills in facilitating, negotiation and the ability to build consensus among a diverse group of individuals
- Excellent written and oral communication skills coupled with a natural
- affinity for public speaking
- Personal qualities of integrity, credibility, honesty, as well as a passion for
- improving the life insurance industry and alignment with ALUCA's value.