

THE ACTUARIAL SOCIETY OF HONG KONG

Professional Development Committee Terms of Reference

1. Basics

The Professional Development Committee (“the Committee”) of the Actuarial Society of Hong Kong (“ASHK”) operates in accordance with the policies of the ASHK. Consequently, the Committee’s Terms of Reference (“ToR”) and subsequent amendments are subject to approval of the ASHK Council (“Council”).

2. Purpose

The Committee supports the ASHK’s mission of “Representing, developing and inspiring the actuarial profession in Hong Kong to serve the public interest”.

3. Scope

- A. Assist as appropriate in the development of education for actuarial students in Hong Kong.
- B. Assist in developing the local qualification examination for actuaries practicing in Hong Kong and gaining accredited designation by key stakeholders.
- C. Liaise with other IAA member actuarial organisations for exchange of information on the present and future professional development needs of actuaries in light of changing needs and expectations, global actuarial education and examination developments where appropriate.

4. Authority

- A. The Chairperson(s) will ensure the Committee follows the ASHK’s mission and implements action plans that are aligned with the ASHK’s best interests and strategic priorities.
- B. The Chairperson(s) will coordinate decision-making and planning activities in consultation with Committee members to accomplish action plans.
- C. The Chairperson(s) may assign particular Committee members to lead projects and or sub-committees, conduct parts of any meetings and other tasks within the Committee’s authority and scope.
- D. The Council has the right of final decision and interpretation on all proposals or agreements recommended by the Committee.

5. Membership

- A. The Chairperson(s) shall determine the optimal number of members in the Committee at any particular time.
- B. The Chairperson(s) will select and recommend interested ASHK members to join the Committee in consultation with Committee members.
- C. Appointments to the Committee are on an annual basis. Both new appointments and reappointments are subject to approval by the Chairperson(s). However, the membership of the Committee may be terminated if a Committee member resigns by notice in writing to the Chairperson(s) or fails to attend at least half of the Committee meetings in a calendar year.

6. Meeting arrangements

- A. The Chairperson(s) will schedule and conduct at least quarterly meetings at appropriate times. The frequency and timing of meetings may differ according to the Committee's need to discharge its role and activities effectively.
- B. Only members of the Committee have the right to attend Committee meetings. However, other individuals may be invited to attend all or part of any meetings as and when deemed appropriate and necessary by the Committee.
- C. The meetings may be held in person, by video conference or by telephone conference. A quorum shall exist when at least half its members are present (including participation by video conference or by telephone conference).
- D. The Chairperson(s) will distribute meeting agenda and minutes to Committee members.
- E. Matters of the Committee shall be decided by a majority of votes in favour. Each Committee member shall have one vote. In the case of an equality of votes, the Chairperson(s) shall have a second or casting vote. However, the above does not apply if the Chairperson(s) is/are not to be counted as participating in the decision-making process for quorum or voting purposes.

7. Reporting

- A. The Committee will submit meeting minutes to Council.
- B. The annual summary of activities will be submitted to Council to be included in the ASHK Annual Report.

- C. Deliverables where appropriate shall be made reference to the Articles of Association and By-Law (e.g. Due Process for the Development of Professional Standards and Guidance Notes) as well as any other guidelines (e.g Media Guide) as issued by the ASHK.

8. Resources and budget

The budget for any activities of the Committee shall be approved by Council.

9. Deliverables

- A. Career workshops, talks, company visits, newsletter articles, promotion literatures, web page and other forms of communications that assist newly arrived actuaries and students in understanding actuarial working environment in Hong Kong.
- B. Advise on and oversee the implementation of the local qualification examination, including but not limited to:
 - working with the Curriculum Taskforce and other examination working party(ies);
 - working with examination authorities and ASHK office to perform the examination's operational matters; and
 - providing inputs on changes to examination syllabus & study aids, guidelines and procedures, and assessment criteria.
- C. In relation to the above, to liaise with other Committees of the ASHK, as necessary, and agree joint actions where overlap occurs.

10. Review

The Terms of Reference will be reviewed at least once a year.

Second Edition

March 2020