

ROLE OF LIAISONS

Internal use only

1. Role of the Board

The Board of Directors of the AAE is responsible for the following:

- The execution of the strategy;
- To promote strong relationships with the Member Associations, key European institutions and key stakeholders and;
- The continuity of AAE operations.

The Board of Directors (BoD) supervises the Committees and reports to the Member Associations. The BoD is guided by the three Strategic Objectives (SO) of the AAE:

- SO1: Enhance relations with European institutions
- SO2: Promote Professionalism;
- SO3: Promote a European community of actuaries.

The BoD has created the Role of a Liaison which is first and foremost related to SO3.

2. Role of Liaisons with respect to their assigned member associations

Each Member Association (MA - Full and Observer Members) is assigned a liaison to the Board, which is one of the Board members. The MA is officially notified by the AAE of the name of the Board Member who is assigned as the Liaison.

The BoD suggests that each MA likewise notifies the AAE who is the MA contact person assigned to the Liaison and who will act as a facilitator with the MA governmental body.

The role of the Board liaison is intended to be one of peer-to-peer, providing a direct line of communication between the MA and the BoD. It is worth noting that it is not an exclusive relationship from both sides. The BoD relies on the regular links from the Member Association delegates to the Committees and the Membre Titulaire to the General Assembly.

The role of the Liaison could include the following tasks. It is not an exhaustive list and neither is it a compulsory list. The BoD expects the level of contact will be largely driven by the MAs. However, the BoD would expect the Liaison to be in contact with the assigned MA at least twice a year.

- a. The BoD sees the following roles and tasks for the Liaison: Reporting: interacting during the year when different reportings are produced to and support the MA understanding the activities that the AAE is undertaking to fulfil its SOs. The liaison can rely on the quarterly report, the yearly report, the news release, the newsletters and 'the European actuary' magazine. The liaison will discuss with the senior management of the MA to facilitate the understanding of AAE activities.
- b. Listening: understanding the main topics that concerns the Profession specifically from the MA's perspective and present them to the BoD while using them to guide the actions of the AAE.
- c. Participation: promoting the participation of MAs in the AAE structures (for example, in the Committees, working groups and task forces), in the AAE surveys (especially in strategy surveys) and in the AAE events (for example, webinars, events and conferences).
- d. Leadership succession planning: seeking to work with the MAs to identify actuaries who could and want to play a role in the future in the AAE.
- e. Representation: presenting the AAE in the MA events (for example, the General Assembly, seminars and congress) or in the FMA publications (for example, interview)
- f. Support: organising the support the AAE can bring to the MA with regards to whether the AAE help is needed in linking with local institutions.
- g. Introductions: introducing the AAE to national Members of European Parliament and national staff of the EU Presidency¹ and the EU Permanent Representation.

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Draft table of Presidencies of the Council

Member State	Period	Year
Portugal	January-June	2021
Slovenia	July-December	2021
France	January-June	2022
Czech Republic	July-December	2022
Sweden	January-June	2023
Spain	July-December	2023
Belgium	January-June	2024
Hungary	July-December	2024
Poland	January-June	2025
Denmark	July-December	2025
Cyprus	January-June	2026
Ireland	July-December	2026
Lithuania	January-June	2027
Greece	July-December	2027
Italy	January-June	2028
Latvia	July-December	2028
Luxemburg	January-June	2029
Netherlands	July-December	2029
Slovakia	January-June	2030
Malta	July-December	2030

The Board Liaison will report back to the BoD with points that might interest the BoD when needed and at least once a year.

3. Role of the Secretariat in links with Board Liaison role

In addition to the usual task performed by the Secretariat for the BoD, the BoD expects it to assist the Liaison in carrying out his/her responsibilities by:

- h. Alerts: To inform the Liaison in circumstances of potential concerns with the MA (for example, lack of participation) and in cases of requests coming from the MAs
- i. Planning: To inform the Liaison upon receiving news from the MAs and to compile major event dates from the MAs.
- j. Representation: To support the Liaison in preparation of their presentations and communications with the MA.
- k. Support: To assist the Liaison in finding the right AAE persons to answer the MA needs.

Approved by the AAE Board of Directors on 14 April 2021.