



Communications and Publications Policy

1 Purpose and Objective

The purpose of this policy is to provide a framework for external communications and publications made by the New Zealand Society of Actuaries (the Society).

2 Scope

This Policy applies to all external communications and publications made by the Society. This includes content on the Society's website, media statements and/or comments made to the media, Society reports or articles provided to the media or other bodies, posts on the Society's Linked-In page, submissions to a public body and posts on the Society's Facebook page.

3 Definitions

Committee means a committee established by Council for permanent Society activities. For the purposes of this Policy, Committees include Interest Groups and Working Groups.

Constitution means the Constitution of the New Zealand Society of Actuaries (Incorporated).

Council means the Society's governing body.

Interest Group means a permanent member-driven group that is approved by Council.

Member means a person or entity who becomes a member of the Society in accordance with the Constitution.

Publication means a report or article that is written by a Member(s) or group including at least one Member on their own behalf and is published on the Thought Leadership section of the Society's website.

Publication Panel means a standing panel appointed by Council, which consists of at least two Members, at least one of which will be a Council member and at least one with experience in communicating to a non-actuarial public audience.

Submission means a response to a government or industry consultation, made by the Society on behalf of all Members.

Voting Member means a Fellow or Associate of the Society who is ordinarily resident in New Zealand.



Working Group means a non-permanent group established by Council for a limited project / timeframe.

4 Authority

See the Society's Delegated Authorities Policy for details of the delegations of authority relating to external communications and publications.

5 Society Website

5.1 Thought Leadership - Publications

Any Member(s) can offer to Council a report or article to be published on the Thought Leadership section of the Society's website. The Society's intention is that, for the benefit of all members, the Thought Leadership content published on the Society's website is objective, in the public interest, free from conflict of interest or bias and demonstrates the added value of applying actuarial skills.

The Publication Panel will review a draft and approve the item for publication. The Publication Panel may decide to ask other Member(s) or non-Member experts to review a specific item, for example, to obtain subject matter expertise. Publication on the Society's website does not mean that the Society necessarily agrees with the content, but that the Society supports the public airing of the content and is satisfied that it meets this Policy.

The Publication Panel's role is to check consistency with this Policy and help the authors reach the standards set out in this Policy. The Publication Panel's feedback to Members should be helpful to Members' professional development.

Publications can be of any length, and should:

- Be original work by the author(s)
- Be research- or data- and/or fact-based
- Include comment on implications or recommendations only when substantiated. Pure opinion is not acceptable
- Have already been peer-reviewed for external publication.

The Publication must be published with clear statements of authorship, showing which authors are Members of the Society. No employer names should be given. If the item is being re-published, the original attribution must be made.

See Appendix 1 for the naming convention which must be followed.

A disclaimer should be made on each Publication to clarify that the content is a personal or group statement and not made by the Society on behalf of Members. The wording may vary. An example is:



Where views are expressed in this paper, they are the collective personal views of the members of XXX Group. This paper does not necessarily reflect the positions of our employers, other members of the New Zealand Society of Actuaries, or any <other relevant organisation>. Any errors are our own.

If the subject matter could be perceived as related to personal money management, a disclaimer such as the following should be used:

Nothing in this paper should be taken as financial advice or as a recommendation for how any individual should manage their money.

5.2 Thought Leadership – Submissions

See section 6 below. Council must approve the timing of publication of the Submission on the Thought Leadership section of the Society website.

5.3 Other Website Content

The Secretariat is responsible for minor administration tasks such as fixing errors, updating Committee membership and publishing appropriately approved documents.

The Chief Executive or the Convenor of Communications Committee can ask the Secretariat to publish information from other actuarial associations, change images, tidy up papers and update outdated information.

Committee Convenors are responsible for updating content relating to their Committee.

More material changes, such as adding or deleting pages, Member information and home page content must be approved by at least two members of Council before being actioned. Any website changes that have a financial cost to the Society must also be approved by at least two members of Council.

6 Submissions

Council will appoint a group of Members with relevant expertise to draft a Submission. The group may be an existing Committee. Council must approve Submissions in full before submission.

Submissions should be in the form of a letter from the President, with appendices as necessary. The Submission should contain brief background on the Society and how Member input was incorporated into the Submission.

7 Media Statements and Interviews

If a Member receives a media enquiry or request for the Society, they should contact the Chief Executive, who will advise the President regarding the plan to respond. If a Committee has an agreed spokesperson on an existing matter, this will be for information. If it is a new matter the President will decide the appropriate response. Council should be informed of new matters prior to a media response where time permits, otherwise immediately after.



All media releases and statements should be approved by the President (or the Vice-President in their absence).

Publication of papers or reports can be delegated by the President to the Convenor of the relevant Committee.

With regards to media interviews, Council will approve the delegate or spokesperson for a particular Committee or matter, depending on the context.

8 LinkedIn

The purpose of the Society's LinkedIn page is to share relevant actuarial content with Members, other non-Member actuaries and the wider financial services community, and to build the Society's profile.

The Communications Committee has responsibility for:

- Optimising and managing content
- Writing content on behalf of Committee convenors when requested
- Provide feedback on content
- Supporting Committee convenors and/or Council on how best to post / use Linked-In
- Providing engagement analytics
- Posting content (subject to appropriate approvals)

The Secretariat administers the LinkedIn page, makes minor administrative changes and posts content (subject to appropriate approvals).

The Chief Executive has overall responsibility for the LinkedIn process. The Communications Committee must be notified of all posts to enable them to manage the content.

LinkedIn posts can be divided into two categories:

- Major announcements, such as new Council members, Awards or new publications. These posts must be approved by the President or a Council member or the relevant Committee Convenor.
- All other content must be approved by the Chief Executive.

Content can be published by the Communications Committee, Secretariat or the Chief Executive, subject to appropriate approvals.

Committee updates should be posted by the Convenor on their own LinkedIn account with the Society's LinkedIn page tagged. In this case, approval is not needed, but the Communications Committee and Chief Executive must be advised.

9 Facebook

The Society has established a private member Facebook Group.



The Communication Committee are the moderators, who can

- approve or deny membership requests and posts.
- remove posts and comments on posts
- block people from the group
- pin (or unpin) a post

The Secretariat is responsible for administration and can do everything a moderator can do as well as:

- Make another group member an administrator or moderator
- Remove an administrator or moderator
- Manage group settings

For the Society Facebook Group, the Secretariat approves members and removes members if they cease to be a Member of the Society.

Any potential member of the Society's Facebook Group must agree to the group rules set out in Appendix 2.

10 Roles and Responsibilities

Role	Responsibility
Council	Approves this Policy Approves Submissions
President	Approves all media releases and statements Approves participants in media interviews Approves material changes to the Society's website
Communications Committee	Moderates the Facebook page Makes non-material changes to the Society's website
Committee Convenors	Updates content on the Society's website relating to their Committee
Chief Executive	Manages the LinkedIn process Makes non-material changes to the Society's website
Secretariat	Administers the Facebook page Responsible for minor administration tasks on the Society's website
Publication Panel	Reviews a report/article put forward for the Thought Leadership section of the Society's website and approves the item for publication



II Policy Review and Administration

Policy Owner: Chief Executive

Effective Date: 19/03/2025

Version: 1.0

Review Process: This policy is reviewed every 3 years by the Chief Executive

Next review date: 03/2028

Change History:

Version	Approval Date	Summary of Changes
1.0	19/03/25	New policy incorporating the Thought Leadership Publication Policy and the Facebook Rules

This policy was approved by Council on 19 March 2025.

Lee-Ann du Toit

President

Craig Lough

Secretary



I. Appendix I: Naming Convention for Publications

All Publications must save their documents with the following naming convention:

1. Name of the committee the Publication is from in capital letters (ie: RIIG, GI, LIFE)
2. Year of the Publication in the following format (2022, 2023)
3. Title of the Publication (ie: Income streaming in retirement summary)
4. All Publications are to be saved as Word documents

Example: RIIG 2023 Income streaming in retirement summary



2. Appendix 2: Facebook Group Rules

1 Be kind and courteous

We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required. Unhelpful, derogatory, unnecessary and rude comments will be removed.

2 No hate speech or bullying

Make sure that everyone feels safe. Bullying of any kind isn't allowed, and degrading comments about things such as race, religion, culture, sexual orientation, gender or identity will not be tolerated.

3 Advertising

No advertising allowed, unless you seek permission from the Communications Committee.

4. Respect everyone's privacy

Being part of this group requires mutual trust. Authentic, expressive discussions make groups great but may also be sensitive and private. What's shared in the group should stay in the group.

5 Photographs

Do not alter any posted images in any way.

6 Profanity

Swearing will not be tolerated. This includes masked swearing where some letters are replaced by * # @ & FFS etc

7 Copyright

Please only share small excerpts from documents where you need to identify some information in that document. Please check you have the right to publish documents, photos etc. We have to delete whole documents to save us and you any future trouble. Anything else which is brought to admin attention as breaking copyright rules will also be deleted.

8 Unverified information.

Any post/comment that contains information which has not been verified and can't be proved as true will be removed. Please only post information which can be verified by authentic documents.