

**TERMS OF REFERENCE**  
**Portfolio: Board Member at Large**

**Role Overview and Scope of Position**

The Board Member At Large Portfolio of the Board's purpose is to serve as a senior representative of CFA Society Toronto (the Society) with important stakeholders and provide the Board flexibility in executing its overall mandate.

**Responsibilities and Reporting**

- To increase the awareness of the CFA charter and the Society
- To participate in the Society events on a regular basis
- A commitment to support decisions and direction set by the Board
- Comply with the by-laws and policies of the Society
- To contribute to an environment of mutual respect between CFA Society Toronto employees, volunteers and board members
- To attend board meetings on a regular basis
- This role operates in a supportive and collaborative manner, particularly with Outreach initiatives
- These Members may be called upon to sit and/or chair ad hoc/temporary/standing committees or task forces
- Lead and/or assist on projects and initiatives as determined by the Board
- In the event of an emergency, extended leave of absence or resignation, prepared to substitute for another Board member
- To work in collaboration with the CEO, the Board Member assigned the Outreach Portfolio and other stakeholders to build and maintain strong and active relationships, activity levels and connectivity with external groups, such as but not limited to securities regulators, applicable government agencies, and key stakeholders within these groups.

**Deliverables**

- To be a conduit of information to the Board on all initiatives within the portfolio
- Identify and understand emerging issues and opportunities for the investment profession which are compatible with the Society's strategic plan
- In conjunction with the Board Member responsible for the Outreach portfolio, establish and maintain contacts with select regulators [ie: OSC, IDA, CICA] and other professional organizations to ensure an ongoing dialogue that promotes the CFA charter and society membership
- Assist in making contacts with senior level individuals in the industry for various reasons, including potential speaking engagements

**Term and Time Commitment**

- 10 Board meetings per annum
- Additional 4 hours per month of volunteer time
- One-year term renewable for three consecutive terms

**Competencies and Qualifications**

- Member in good standing of the society
- Strong knowledge and/or commitment to build strong knowledge of CFA Society Toronto, CFA Institute and industry
- Demonstrated commitment to the mission, strategies, and work of the CFA Society Toronto
- Previous volunteer experience with the CFA Society Toronto

- Strong verbal and written communication skills
- Proven ability to lead and work with a diverse team
- Solid reputation and strong industry relationships with influencers

In addition, as a Portfolio of the Board, the member should be familiar with and abide by the following responsibilities and duties:

- **Strategic Planning** - Board members are responsible for setting the overall direction for the society, developing plans to support the society's goals, and ensuring that resource allocation is optimized to achieve these goals.
- **Board duties** - Board members should act with integrity and in the best interests of the society. They are responsible for (a) ensuring an appropriate governance structure for the society; (b) developing policies and procedures to support the organization's purpose, mission, and integrity; and (c) monitoring and making informed decisions regarding the society's activities and programs, products, and services
- **Financial stewardship** - Board members are responsible for monitoring, protecting, and expanding the society's financial resources and ensuring compliance with reporting requirements.

## **Review**

- The Portfolio's Terms of Reference should be reviewed every three years.