

## **2019-2020 CFA Society Toronto Volunteer Role**

### **Committee Volunteer Role: Industry Relations and Governance Committee Member**

#### **Scope of the Role**

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CFA Society Toronto's Industry Relations and Governance Committee (IRGC) is looking for volunteers interested in leading and shaping the professional development and networking events for CFA® charterholders and other professionals.

The IRGC focuses on developing high quality outreach initiatives and collaborative relationships that will enhance the profile and awareness of the CFA designation and CFA Society Toronto to important external stakeholders. The Committee achieves this through events and programming that may be developed independently or in collaboration with other programming committees.

Volunteers will work collaboratively to successfully plan, market and execute high quality outreach initiatives consistent with members' needs and elevate the CFA and CFA Society Toronto brands.

External Collaborations – The Committee will build and maintain relationships with external groups (including other professional associations and regulators both nationally and internationally) with specific subject matter expertise to advance CFA Society Toronto's broader objectives and educate the membership.

Committee volunteers and CFA Society Toronto staff collaborate to successfully plan, market and deliver high quality programs consistent with members' needs in an effective and efficient manner that elevates our brand. In parallel with this objective, the committee will form constructive relationships with external organizations as detailed above. Collaborations require representation from both Industry Relations and Governance Committee and all external groups. These relations will be managed by staff and committee chair or designate to mediate and resolve issues, should they arise.

Committee volunteers contribute the "KNOW-WHAT" by being the content experts - spotting industry trends, identifying critical issues, and in general bringing forward relevant professional development and continuing education topics and opportunities in a timely manner. Leveraging professional experience and networks, volunteers are relied upon to source high caliber speakers and market events to the defined target audience, which is a vital component to every event's success.

We invite members from all tenure cohorts (<5yrs, 5-10yrs, 10+yrs), and particularly encourage those with 10+yrs of CFA® charterholder experience, to apply.

#### **Goals**

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- Contribute effective programming to meet the professional development needs of the CFA Society Toronto membership
- Focus on quality control, performance, efficiency and member requirements to create and maintain a standard of excellence

### **Duties and Responsibilities**

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- Attend monthly and ad hoc committee meetings
- Work with committee on event timing, format, topics, attendance, member feedback to improve our professional development offers
- Identify areas to educate members and investment professionals
- Liaise with relevant management office members, managers, professional development and events to ensure events are supported, marketed and delivered on a seamless, cost-effective basis

### **Time Commitment**

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- Role starts September 1, 2018 and ends August 31, 2019, yearly renewal dependent on committee chair's approval
- Term limit for committee members is 3 years with possible renewal for a second 3-year period (certain exceptions may apply)
- Average 2-4 hours per week
- Monthly committee meetings, 1-hour meetings
- Commitment to organizing 1-2 events per year

### **Characteristics**

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- Must be a CFA Society Toronto member in good standing
- Strong communicator and facilitator
- Excellent organizational skills
- Proven strategic leadership skills
- Must have time to attend necessary meetings, events and program functions