

2019-2020 CFA Society Toronto Volunteer Role

Committee Volunteer Role: Member Communications Committee Member

Scope of the Role

CFA Society Toronto's Member Communications Committee is looking for volunteers interested in contributing to the communication efforts of CFA Society Toronto.

The purpose of the Member Communications Committee is to communicate to members and outside parties the activities, accomplishments, objectives, and services of the society with the goal of enhancing member knowledge and providing networking opportunities. This is done primarily through the presentation of topical articles in *The Analyst*, published quarterly through the society's website.

We invite members from all tenure cohorts (<5yrs, 5-10yrs, 10+yrs) to apply.

Goals

- To highlight topics and events relevant to CFA Society Toronto members
- To promote ideas and research relevant to CFA Society Toronto members
- To profile content, ideas and research developed by CFA Society Toronto members

Duties and Responsibilities

- Attend a minimum 3 of 4 quarterly committee meetings
- Contribute to generating ideas and content for *The Analyst*.
- Develop at least 3 articles annually. This could involve: (1) authoring articles, (2) working with subject matter experts in the industry to co-author articles, or (3) reviewing articles written by subject matter experts and ensuring alignment with the editorial standards of *The Analyst*.
- Peer review articles written by other members of the Committee to ensure alignment with the editorial standards of *The Analyst*.
- Work with committee on ad hoc initiatives such as the annual journalism awards or the update of our online content hub.

Time Commitment

- Quarterly lunch meetings (1 - 2 hours)
- Time required for research, interviews, and writing

Characteristics

- Current Toronto CFA Society member in good standing
- Excellent communication skills
- Thought leader or interest in working alongside industry experts that are introducing new, innovative and relevant content into the market.
- Creative thinker who can constantly generate new ideas or find opportunity to pursue new angles on existing content.
- Ability to collaborate effectively and constructively critique content submitted by peers or external writers.
- Must be fluent in English