

TERMS OF REFERENCE
Portfolio: Programming (Chair & Vice Chair)

Role Overview and Scope of Position

The Programming Services Chair and Vice Chair are Members of the Board whose purpose is to coordinate and execute professional development programs for the Society's members.

Responsibilities and Reporting

- To increase the awareness of the CFA charter and the Society
- To participate in the Society's events on a regular basis
- A commitment to support decisions and direction set by the Board
- To contribute to an environment of mutual respect between the Society's employees, volunteers and Board members
- To attend board meetings on a regular basis
- Comply with the by-laws and policies of the Society
- Provide leadership and oversight to the programming committees chairs in planning and reviewing topics, formats, timing along with expected attendance and utilizing member feedback to improve caliber of future events
- Oversee and assess the activities of the individual committees and special-purpose subgroups to ensure coordinated delivery of effective programming
- Liaise with relevant Society staff members to ensure events are supported, marketed and delivered on a seamless and cost-effective basis
- Serve as the decision maker for cancellation of event/program in conjunction with the Board and Society staff, where required
- Attend a minimum of one committee meeting per portfolio to build relationships with members and gain insight into subject matter

Deliverables

- To be a conduit of information to the Board on all initiatives within the portfolio
- The delivery and success of high-quality programming that covers a diverse set of topic areas with industry importance and provides thought leadership for members and the industry
- Deliver of such programming cost-effectively
- Provide a quarterly report to the Board of activities, including events and programs

Term and Time Commitment

- 10 board meetings per annum
- Additional 2 to 4 hours per week of volunteer time
- One-year term renewable as both Vice Chair and Chair, one-year Board term renewable for three consecutive terms (note: The Chair, Governance & Nominations (G & N) Committee will confirm transition of the Vice Chair to the role of Chair, Programming before the G & N submit name for the nomination ballot).

Competencies and Qualifications

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

- Strong verbal and written communication skills
- Proven ability to lead and work with a diverse team
- Solid reputation and strong industry relationships with influencers
- Active participant in the Society's programming
- Prior experience as a committee member preferred
- Exposure to and/or experience with continuing education programs in other professional associations considered an asset
- Excellent organization skills, ability to motivate and delegate
- Coaching, mentoring volunteers and other not-for-profit and community initiatives considered an asset

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

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