

2017-2018 CFA Society Toronto Volunteer Position

Volunteer Position: Mentorship Committee Member

Scope of the Position

CFA Society Toronto's Mentorship Committee is looking for volunteers interested in contributing to the success of the CFA Society Toronto Mentorship Program. The Mentorship Program runs an entire calendar year for participating mentors and protégés.

The Mentorship Committee focuses on recruiting, pairing and supporting the needs of the mentors and protégés participating in the Society's Mentorship Program. The committee also develops and facilitates monthly mentorship events and programs for program participants.

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

- To promote high quality applications and growth of the mentorship program
- To increase the number (and scope) of successful mentor/protégé events

Duties and Responsibilities

- Work as a committee to pair mentors and protégés for each mentoring year (January/February)
- Solicit desired members for A Day in the Life of Series (min. 6-8 events per year)
- Promote Mentor Program (ongoing)
- Use ongoing survey results to increase number of resources/events to program participants
- Provide advice/direction to the management office on grievances filed by mentors/protégés within any given year
- Seek out new opportunities for mentorship and mentorship promotion

Time Commitment

- Monthly meetings (including pairing meeting)
- Participation in one Day in the Life of Series (one per committee member)
- 2-3 hours per month

Characteristics

- Current Toronto CFA Society member in good standing
- Active participant in Toronto CFA Society events
- Proven project management experience
- Ability to conceptualize and apply new thinking
- Previous experience with mentoring program

To apply, please click [here](#).

TERMS OF REFERENCE – Mentorship Committee

Committee Type: Member Services

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Purpose of the Committee

The Mentorship Committee is to collaborate with seasoned CFA Charterholders to provide guidance and knowledge to developing CFA Charterholders through mentor- protégés pairings. With the goal of delivering enriching experiences to both protégés and mentors, the committee organizes events such as the “Day in the Life” series, speed mentoring, career development workshops, soft skills courses and networking functions. Coaching is available to protégés and mentors alike to support successful engagements, and a mentor advisor is available to all participants to monitor and improve the quality of the program.

Where applicable, content will be developed within a framework that is meaningful for various member tenure cohorts (<5yrs, 5-10yrs, 10+yrs).

Scope

In context of the committee’s purpose, committee volunteers and Society staff work in conjunction to successfully **plan, market and deliver** high quality programs consistent with members needs in an effective and efficient manner that elevates our brand.

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.

Society staff contributes the KNOW-HOW by being the **logistics experts** – managing the overall feasibility and execution of events (Society event calendar, budgets, venue and vendor management, risk management, registration management, sponsorship, media coverage, etc.). Through existing channels, staff provides mass marketing support for events (ie. Tri-weekly eblasts, dedicated flashblasts, cross promotions with likeminded associations, and social media). Staff also provides the following administrative support for committee meetings: meeting logistics (calendar invites, dial-in information and catering) and assisting the Chair with meeting agenda and preparation.

Both volunteers and staff are responsible for the full and successful completion of a planned event.