**2017-2018 CFA Society Toronto Volunteer Position**

## Volunteer Position: Membership Committee Member

## Scope of the Position

CFA Society Toronto’s Corporate Membership Committee is looking for volunteers interested in reviewing applications to CFA Society Toronto to determine the eligibility of Regular, Affiliate, Retired and Associate membership candidates. Committee members review application materials in a timely, accurate and consistent manner during a committee meeting every three weeks and maybe asked to review follow-up application materials via email communication outside committee meetings.

Additionally the committee will review member services (including affinity programs) on an ongoing basis for the purpose of advising the board, staff and committees of opportunities for improvement and development.

The Membership Committee is a standing committee which shall:

a) consist of a director and at least two or more other Regular Members who are CFA charterholders;

b) review all applications for membership in the CFA Society Toronto; and
c) submit recommendations of acceptance or rejection to the board.

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**

* Contribute to generating 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**

* Attend committee meetings
* Work with committee on event timing, formats, 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**

* Position starts Fall/Winter 2017 and ends June 30, 2018, 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 (some exceptions may apply)
* Average 2-4 hours per week
* Monthly committee meetings, 1-hour meetings (Friday, noon to 1 pm)

# **Characteristics**

* Must be a CFA Society Toronto member and a 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

**To apply, please click** [**here**](https://www.cfatoronto.ca/membership/Volunteer/volunteer-application)**.**