

2018-2019 CFA Society Toronto Volunteer Role

Volunteer Position: Corporate Finance Committee Member

Scope of the Position

CFA Society Toronto's Corporate Finance Committee is looking for volunteers interested in contributing to professional development and networking events for CFA® charterholders and other professionals.

The Corporate Finance committee focuses on developing high quality programs that incorporates, but is not limited to, Equity, Fixed Income, Risk Management, Alternative Investments and/or Portfolio Management perspectives that are relevant for the benefit and progression of corporate finance end-users in the industry. This volunteer position is responsible for coordination and execution of high quality professional development and networking events that relate to Corporate Finance for CFA Society Toronto members.

The Corporate Finance committee is looking for people who have a background in Risk Management/Derivatives, Treasury, Debt Capital Markets, Foreign Exchange, Investor Relations, Investment Banking and Equity Capital Markets.

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 September 1, 2018 and ends June 30, 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 (some exceptions may apply)
- Average 2-4 hours per week
- Monthly committee meetings, 1-hour meetings (Friday, noon to 1 pm)
- 1-2 events per year, must assist and attend 1 event



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