

## 2018-2019 CFA Society Toronto Volunteer Position

### Volunteer Position: Mentorship Committee Member

#### Scope of the Position

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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

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- 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

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- 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

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- 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 month
- Monthly meetings (including pairing meeting)
- Participation in one Day in the Life of Series events

#### Characteristics

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- 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