

2018-2019 CFA Society Toronto Volunteer Role

Volunteer Role: Member Communications Committee Member

Scope of the Position

CFA Society Toronto's Member Communications Committee is looking for volunteers interested in contributing to the communication efforts of CFA Society Toronto.

Purpose of the Member Communications Committee is communicating to members and outside parties the activities, accomplishments, objectives, and services of the society with the goal of enhancing members' knowledge bases and networking opportunities. This is done primarily through the presentation of topical articles and other information in *The Analyst*, published quarterly and through the society's website.

This committee also participates in and provides insight regarding:

- 1) Content, design and functionality of the society's website,
- 2) Social media initiatives (such as CFA Society Toronto's LinkedIn presence and other related tools),
- 3) Development of an online version of *The Analyst* with links to other electronic capabilities of the society,
- 4) Research and guidance on alternative ways staff can improve member communication capabilities

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 highlight topics and events relevant to CFA Society Toronto members

Duties and Responsibilities

- Attend quarterly committee meetings
- Contribute to generating ideas and content for *The Analyst*
- Author at least 2 articles annually
- Work with committee on ad hoc initiatives

Time Commitment

- Quarterly lunch meetings (1 - 2 hours)
- Time required for research, interviews, and writing

Characteristics

- Current Toronto CFA Society member in good standing
- Excellent writing skills, as well as the ability to communicate and collaborate effectively
- Prior writing experience is preferred and a writing sample must be provided
- Must be fluent in English