

## 2019-2020 CFA Society Toronto Volunteer Role

### Committee Volunteer Role: Professional Development Committee Member

#### Scope of the Role

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CFA Society Toronto's Professional Development Committee is looking for volunteers interested in contributing to the career progression of CFA® charterholders and other professionals.

The Professional Development Committee focuses on developing high quality programs with a focus on soft skills (leadership, presentation and communication training) and technical skills (financial modeling, DCF valuation, Excel training, etc.).

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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- 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

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- 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

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- Role starts September 1, 2019 and ends August 31, 2020, 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
- 1-2 events per year, must assist and attend 1 event

#### Characteristics

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- Must be a CFA Society Toronto member and a member in good standing
- Strong communicator and facilitator
- Excellent organizational skills
- Must have time to attend necessary meetings, events and program functions