

## 2018-2019 CFA Society Toronto Volunteer Roles

### Volunteer Positions: Event & Program Assistant

#### Project Volunteer: Event Assistant

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CFA Society Toronto is looking for Project Volunteers to fill volunteer roles that have shorter service timelines. The **Event Assistant** could assist with the preparation and running of Society events of different sizes, conferences and in-house activities. An assistant could be helping put together gift bags or possibly making name badges to staffing a registration table. All applicants will be kept on file and will be emailed directly with program event projects as they become available.

We invite members from all tenure cohorts (<5yrs, 5-10yrs, 10+yrs)

#### Project Volunteer: Program Assistant

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CFA Society Toronto is looking for Project Volunteers to fill volunteer roles that have shorter service timelines. The **Program Assistant** could assist with the administration and possible coordination of Society committee programs. An assistant could help prepare award materials to be distributed to award judges, be a judge for one of our competitions, or sit on a committee's task force. All applicants will be kept on file and will be emailed directly with program projects as they become available.

We invite members from all tenure cohorts (<5yrs, 5-10yrs, 10+yrs)

#### Time Commitment

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- Term limit for a Project Volunteer is 3 years with possible renewal for a second 3-year period (some exceptions may apply)
- Projects could run a few hours on a specified day to participating on a task force for a few weeks

#### Characteristics

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- Must be a CFA Society Toronto member and a member in good standing
- Must have time to attend necessary meetings, events and program functions