

TERMS OF REFERENCE - PROGRAMS

Scope of the Position

This volunteer position is responsible for overall coordination and execution of professional development programs for CFA Society Toronto members. This position, along with the vice-chair, programs oversees all program activities representing various asset classes and sectors to ensure appropriate coverage and scope. The Chair and Vice Chair also serve as members of the board of directors. Execution of these roles is conducted through a number of committees with over 150 volunteers.

The committee's mandate is defined by the board of CFA Society Toronto, and is governed by CFA Society Toronto policies and by-laws.

Goals

- Provide leadership in 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 sustain a standard of excellence
- Ensure that the programming committee structure is able to fulfill these goals

Duties and Responsibilities

- Attend all meetings of the board
- Manage committee structure to ensure committee heads are sufficiently motivated and understand the parameters of their involvement with the society, thus motivating the members of their own respective committees
- Oversee the activities of individual committees and special-purpose subgroups to ensure coordinated delivery of effective programming
- Work with committee chairs to review event timing, formats, topics, attendance, member feedback to improve our professional development offers
- Liaise with relevant management office members to ensure events are supported, marketed and delivered on a seamless, cost-effective basis
- Hold program committee chair meetings on a periodic basis
- Report to the board on professional development activities

Time Commitment

- Average 2-4 hours per week, program committee meetings [monthly or bi-monthly] periodic meetings and 10 board meetings per annum.

Characteristics

- Active attendee/participant in CFA Society Toronto events
- Prior experience as committee member preferred
- Exposure to/experience with continuing education programs in other professional associations
- Coaching, mentoring volunteers in other not-for-profit/community initiatives considered an asset
- Proven strategic leadership skills
- Excellent organizational skills; ability to motivate and delegate
- Strong communicator and facilitator
- Commitment to the mission, strategies, and work of the society