

Kitchener-Waterloo Committee Member

Scope of the Position

CFA Society Toronto's Kitchener-Waterloo Committee is looking for volunteers interested in contributing to professional development and networking events for CFA charterholders and other professionals in the Waterloo and Guelph Regions. Volunteers in finance, industry and academia of all levels of experience are welcome.

This volunteer position is responsible for coordination and execution of professional development programs for CFA Society Toronto members. This position, along with committee chair and other members execute events to Society members, targeted non-members, finance students and professors from local universities and colleges in the Kitchener, Waterloo, Guelph, Cambridge, London, and surrounding areas.

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

- 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

- Attend all 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

- Average 2-4 hours per week, monthly committee meetings and 1-2 events per year

Characteristics

- Active attendee/participant in CFA Society Toronto events
- Proven strategic leadership skills
- Excellent organizational skills
- Strong communicator and facilitator
- Member in good standing

To apply, please email your resume to volunteer@cfatoronto.ca with a brief explanation describing why you would be a great candidate.