

TERMS OF REFERENCE
Programming Chairs Group

Role Overview and Scope of Position

The Programming Chairs Group (PCG) has the objective to provide thought leadership, centralize programming ideas, identify programming gaps, and provide overall insight to better align programming efforts with the CFA Society Toronto's (the Society) strategic plan.

Responsibilities and Reporting

- To contribute to an environment of mutual respect between the Society's employees, volunteers and Board members
- Identify industry trends, gaps and opportunities to enhance the Society's offerings of relevant professional development for the Society's members
- Ensures that committees are providing educational, thoughtful and topical events and programming
- All programming and events are aligned with the Society's strategic plan
- There is minimal overlap between committees and that individual committees are encouraged to collaborate between each other
- All programming and events are delivered throughout the yearly calendar, with the Society's staff guidance as to the Society's calendar
- Programming and events cover a diverse set of topics that are relevant to the diverse membership base
- The PCG does not execute on individual events
- The PCG will define goals and evaluate success of metrics for all programming committees
- The PCG will share summary discussions and strategic direction for programming and events with individual committee members
- Members of the PCG have the authority to promote opportunities that will enhance the Society and CFA brand
- The PCG has no authority to commit to contractual obligations on behalf of the Society.

Deliverables

- Define success metrics and evaluate quarterly to provide recommendations to increase quality of programming done by committees
- Quarterly report prepared by the Chair and Vice Chair of Programming for the Board
- A diverse, relevant and educational suite of programs and events that are aligned with the Society's strategic plan and well spaced throughout the calendar year

Membership

- Members of the PCG include:
 - The Chair(s) from each programming committee
 - The Board member, Chair – Programming
 - The Board member, Vice-Chair – Programming
 - Non-GTA Programming Representative

Term and Time Commitment

- Consistent with individual programming committee Chair term or board term
- Six meetings per year

Competencies and Qualifications

- Member in good standing of the society
- Strong knowledge and/or commitment to build strong knowledge of the Society, CFA Institute and industry
- Demonstrated commitment to the mission, strategies, and work of the Society
- Previous volunteer experience with the Society
- Strong verbal and written communication skills
- Proven ability to lead and work with a diverse team
- Solid reputation and strong industry relationships with influencers

Review

- The PCG's Terms of Reference should be reviewed every three years.