



CALL FOR NOMINATIONS

May 20, 2026

The CFA Society Winnipeg Nominating Committee is accepting nominations for the Board of Directors for the 2026/2027 fiscal year. While several current board members have indicated a willingness to continue, the Committee is seeking expressions of interest from eligible Regular Members who may wish to serve on the Board or on a committee. In particular, the Society expects to have a vacancy in the Candidate Relations Chair role.

The Candidate Relations Chair leads the Society's engagement with CFA candidates, including candidate events, exam preparation resources, candidate inquiries, and related communications.

Information on the board structure and the responsibilities of each position is available in the attached job description document.

Interested charterholders are invited to apply online. Applicants should indicate whether they have a general interest or are applying for a specific position and outline any relevant professional or personal experience that would support their role as a board member.

Please submit your application by **Wednesday, June 17, 2026, at 11:00 PM**. The online application form is available here: [Via Google Form](#)

The Nominating Committee will review all submissions and recommend a slate to the Board of Directors for review and approval. The approved slate will be presented to the membership for election at the CFA Society Winnipeg Annual General Meeting on Wednesday, July 22, 2026.

We hope you will consider contributing to the growth and vibrancy of your local CFA Society by volunteering on the Board of Directors or a board committee.

Sincerely,

Jeff Shek, CFA
Secretary
CFA Society Winnipeg



BOARD OF DIRECTORS

COMPOSITION

In accordance with the bylaws, the Board must consist of at least seven directors, including at least two elected directors and the following ex officio directors: President, Vice President, Treasurer, and Secretary, and, if available and willing to serve, the immediate Past President.

Only REGULAR members of the society are eligible to serve as Directors.

DUTIES & RESPONSIBILITIES

The CFA Society Winnipeg bylaws and board resolutions provide the framework for the organization's operations and governance, subject to applicable law. Directors should review the bylaws and relevant resolutions before taking any significant action.

FIDUCIARY DUTIES

Under applicable law, CFA Society Winnipeg officials may be considered fiduciaries and are expected to act in the best interests of the membership. Directors and officers must comply with applicable law, the bylaws, board resolutions, and CFA Institute bylaws, rules, and regulations. In many jurisdictions, fiduciaries are expected to exercise appropriate care in matters such as:

- Protection of the organization's assets, such as money, people, property, goodwill, and integrity
- The use of "good faith judgment" for the best interests of the organization
- Diligence in the discharge of one's duties.
- Control over the Member Society's business.
- Selection and control of the Member Society's employees
- Legal compliance
- Loyalty to the organization

Directors and officers should be familiar with their duties. If questions arise, they should consider consulting legal counsel for advice and guidance.

PROTECTION FROM LIABILITY

CFA Society Winnipeg is covered under the CFA Institute general liability insurance policy. Premiums for this coverage are paid directly by CFA Institute. A copy of the full policy is available electronically and stored on the CFA Society Winnipeg laptop.

DESCRIPTIONS OF BOARD POSITIONS

EX-OFFICIO DIRECTOR: TREASURER

The Treasurer oversees the Society's financial affairs and maintains records of all financial transactions.

- Ensure that the Society officers, board of directors and members are kept informed of the financial condition of the Society.
- Be responsible to the board of directors and president for all financial activities and see that all financial matters are properly supervised between meetings of the board.
- In general, perform all duties incident to the office of treasurer and such other duties as may be required by law, by the articles of incorporation of the Member Society or by the bylaws.
- Prepare and present an annual budget to the board of directors.
- Chair the Investment Committee and help carry out the Society's investment policy.
- Conduct investment decisions once approved by the board.
- Maintain accurate accounts of the corporation's assets, liabilities, transactions, and paperwork for audits.
- Meet with the accountant and prepare all necessary records/reports for filing with the appropriate authorities. Review and sign the completed forms and provide a report for the subsequent board meeting.
- File any changes to board officers who are signing authorities with the appropriate organizations for banking and investment accounts.
- Submit reimbursement requests to CFA Institute as required.
- Prepare a financial report for the membership and present it at the Annual General Meeting.
- As a voting Board member, participates in Board of Directors meetings and decisions.
- Annually review duties and responsibilities.

EX-OFFICIO DIRECTOR: SECRETARY

The Secretary is responsible for maintaining records of meetings and communicating relevant information to the appropriate members, officers, and directors.

- Record the proceedings of all meetings of the members and of the Board and notify the members and the directors of all meetings in accordance with the bylaws.
- Distribute meeting minutes to the Administrator and President.
- Submit any necessary changes of the bylaws to the board of directors and, if applicable, to Member Society members for approval.
- Organize the AGM through the Administrator, including the distribution and receipt of proxy votes.
- Organizes through the administrator, the annual golf tournament.
- Oversee, through the Administrator, the proper maintenance of all corporate records not kept by the Treasurer, including current bylaws and corporate minutes, by annually reviewing the electronic documents maintained by the Administrator.
- See that all notices are given in accordance with the provision of the bylaws.
- Oversee, through the Administrator, the maintenance and filing of all corporate registrations with local and national governmental bodies and agencies.
- Oversee, through the Administrator, the annual submission of Change of Directors and/or Change of Registered Office notifications to the Corporations Branch of Manitoba Justice.
- As a voting Board member, participates in Board of Directors meetings and decisions.
- Annually review duties and responsibilities.

DIRECTOR: PROGRAMMING CHAIR

The Programming Chair is responsible for coordinating and presenting events for Society members and the broader community.

- Form and lead a programming committee.
- Collect ideas to create a well-rounded program of strategists, economists, political figures, and company presentations.
- Organize multiple informative and educational events each calendar year to the benefit of the investment community and our current members.
- Ensure the programming section of the website is up to date.
- Prepare an annual programming budget.
- As a voting Board member, participates in Board of Directors meetings and decisions.
- Annually review duties and responsibilities.

DIRECTOR: MEMBERSHIP CHAIR

The Membership Chair oversees all aspects of CFA Society Winnipeg's membership process, including new applications, delinquent member status, and member retention. The Membership Chair is also responsible for organizing member networking and social events.

- Be familiar with current membership requirements and processes.
- Answer queries and direct prospective members on how to apply.
- Notify new members of their admission to the society.
- Notify outgoing members of their membership termination and attempt to retain them by addressing any issues that may have contributed to their decision.
- Organize a new member function annually.
- Organize and co-ordinate society member networking and social events.
- Conduct membership surveys as required.
- Promote the advantages and benefits of local society membership.
- Prepare an annual membership budget.
- As a voting Board member, participates in Board of Directors meetings and decisions.
- Annually review duties and responsibilities.

DIRECTOR: PUBLIC RELATIONS & AWARENESS CHAIR

The Public Relations & Awareness Chair is responsible for increasing public awareness of CFA Society Winnipeg, its members, and the profession.

- Organize and lead a public relations & awareness committee.
- Oversee the development and maintenance of relationships with financial partners and sponsors of the society.
- Work with the society administrator and board members to maintain the society webpage and other social media pages.
- Develop and maintain a Society Media Kit and local media contacts.
- Promote the CFA charter to the local business community and employers.
- Send event photos and summaries to the Administrator for posting on social media.
- Develop and maintain marketing templates, including email templates, event notices, and promotional material to convey a consistent and professional brand.
- Work with CFA Institute and board members to incorporate public awareness initiatives into other programs.
- Prepare an annual budget for the Public Awareness committee.
- As a voting Board member, participate in Board of Directors meetings and decisions.
- Annually review duties and responsibilities.

DIRECTOR: UNIVERSITY RELATIONS - EDUCATION CO-CHAIR

The University Relations Chair is responsible for managing relationships between CFA Society Winnipeg and local universities.

- Form and lead a university relations committee.
- Establish and maintain contacts at the University of Manitoba and the University of Winnipeg.
- Respond to queries from university students about the society and CFA designation.
- Support new and existing initiatives between the society and universities.
- Assist teams entering the Global Investment Research Challenge
- Prepare an annual university relations budget.
- Provide orientation to the incoming University Relations Chair.
- Prepare University Relations reports for the Board and the AGM.
- Engage with universities in organizing events to promote students' participation in the CFA program.
- Support universities on the CFA Research Challenge by looking for industry mentors for teams in the competition.
- As a voting Board member, participates in Board of Directors meetings and decisions.
- Annually review duties and responsibilities.

DIRECTOR: ETHICS CHALLENGE – EDUCATION CO-CHAIR

The Ethics Challenge Chair is responsible for organizing the annual Prairies competition for the CFA Societies Canada Ethics Challenge and will form and lead an Ethics Challenge committee.

- Select date and venue for the CFA Society Winnipeg local ethics challenge.
- Establish and maintain contacts with the other participating societies (CFA Society Saskatchewan).
- Establish and maintain contact with each participating university.
- Recruit and select judges for the competition.
- Arrange the welcome reception, lunch, and award for the winning university.
- Arrange for travel and accommodation for the visiting university team.
- Working with other participating societies, solicit corporate sponsorships.
- Arrange for the creation and printing of programs.
- Arrange media releases.
- As a voting Board member, participates in Board of Directors meetings and decisions.
- Annually review duties and responsibilities.

DIRECTOR: CANDIDATE RELATIONS CHAIR

The Candidate Relations Chair is responsible for managing relationships between CFA Society Winnipeg and CFA exam candidates identified through CFA Institute.

- Host candidate networking or study-tip events annually.
- Promote candidate engagement and peer collaboration by organizing virtual or in-person study groups.
- Proactively advise candidates of curriculum updates and exam-related changes by sharing timely updates from CFA Institute.
- Respond to candidate inquiries in a timely and supportive manner.
- Review and offer annual CFA Institute and Schweser scholarships, if applicable.
- Keep website information related to Candidate Relations up to date.
- Prepare a budget for the Candidate Relations area.
- As a voting Board member, participate in Board of Directors meetings and decisions.
- Annually review duties and responsibilities.



**APPLICATION FORM
CFA SOCIETY WINNIPEG
BOARD OF DIRECTORS
JUNE 2026**

QUALIFICATION:

- Only Regular members of the Society may serve on the Board, except in cases where no regular member is willing to serve, an Affiliate Member may serve.
- The President, Vice President, Treasurer, and Secretary shall serve as Directors for terms concurrent with their respective terms as Officers. If available and willing to serve, the Past President shall serve as a Director, for a term ending two (2) years after expiration of his or her term as President.
- The other Directors shall be elected by the Regular members of the Society at the annual meeting of the Members and shall hold office for one year commencing closest to the date of the annual meeting of Members or until their successors are chosen and qualified.

DEADLINE: **11:00 PM – Wednesday, June 17, 2026**

APPLY TODAY: [Via Google Form](#)